Name:

**MR. PRAKASH RAVINDRA SANKPAL**

**Present Address:**

Shree Siddheshwar Society,

Room No.201, C-3, Sector-9,

Gharonda , Ghansoli,

Navi Mumbai - 400701.

**Mob.** : **8080416587 / 8419960991**

**E-mail:** [prakashsankpal08@gmail.com](mailto:prakashsankpal08@gmail.com)

# OBJECTIVE:

To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavours as an asset to the organization.

# EDUCATIONAL QUALIFICATION :

|  |  |  |
| --- | --- | --- |
| **Academic Qualification** | **Institute/ University** | **Year of Passing** |
| M.Com | Mumbai University | 2020 |
| B.Com | Mumbai University | 2015 |
| H.S.C | Maharashtra State Board | 2012 |

# COMPUTER / TECHNICAL SKILLS :

MS-CIT , DIPLOMA IN I.T. TALLY ERP 9

ENGLISH TYPING SPEED 30 & 40 W.P.M. MARATHI TYPING SPEED 30 W.P.M.

**OTHER QUALIFICATION :**

Business Correspondent & Business Facilitate . (N.S.D.C.)

Insurance of India (Examination Of Agent).

**EXPERIENCE AND TRAINING :**

1. **Currently Working With NCRD'S Sterling Institute of Pharmacy , Seawood As A Clerk From ( 21 December, 2020 To Till Date )**

**Job Profile:-**

1. Handling the admission Process of Students, Enrollment of Student in University of Mumbai, Prepare & checking of Merit List from Joint Director, DTE.
2. Handling University Work such as ( MKCL & Exam Section ).
3. Typing Reports, Minutes, Agendas, Forms, Letters.
4. Updating & Maintain the Muster and record Holiday, absence & CL, Vacation of staff.
5. Handling the counter for students, preparing Leaving & Transfer Certificates, Bonafide, Railway concession for students, Maintain the staff as well as students records.
6. Updating, Processing and filing of all documents.
7. Updating the Personal file of individual teachers and non teaching staff.
8. Preparing various reports of AICTE, PCI etc. for the Extension of approval under the guidance of Principal Sir.
9. Doing all the typing work.
10. Prepare proposal for EBC Scholarship & Minority Scholarship submitted to Joint Director, DTE.
11. MSBTE for student related work (Mark sheets, Board certificate)
12. **Work At BBA’s Bunts College Of Higher Education (Night College ) , Juinagar As A Clerk From ( 23 July, 2018 To 19 December, 2020. )**

**Job Profile:-**

* 1. All English Marathi letter typing issued, Bonafied, TC, RPV / RLE letter etc.
  2. Online student form inward.
  3. Online student lower & inter marks updating.
  4. Online admission registration admits processes office equipment such as photo copies scanning & printers & copy importable document to printing.
  5. Online Enrolment registration & Eligibility cases.
  6. Maintain the L.C.Record.
  7. Daily day to day office work.
  8. All other Examination work.
  9. Handling University Work such as ( MKCL & Exam Section ).
  10. Maintain General Register.

1. **Work At CIDCO As A Back Office Assistant in Marketing Department. ( 1 Year )**

**Job Profile:-**

* 1. Data Entry in Excel & Word.
  2. Handling Customers Queries.
  3. Daily day to day office work.
  4. All English Marathi letter typing.

**PERSONAL DETAILS :**

**Date of Birth : 21/09/1993**

**Father’s Name : RAVINDRA HARISCHANDRA SANKPAL**

**Sex : Male**

**Marital Status : Single**

**Nationality : Indian**

**Language Known : English, Marathi, Hindi**

**HOBBIES :**

Playing Cricket , Watching Movies.

# Declaration:

**I, Prakash Ravindra Sankpal, hereby declare that the above furnished information is authentic to the best of my knowledge.**

Place : Mumbai

Date :

**PRAKASH RAVINDRA SANKPAL.**