

Ganesh Askat



About Me



2 years 10 months experience

April 22, 1998

PUNE, Maharashtra

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Career Objective

Seeking a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.



Current Profile

Bachelor of Management in Business Administration, with 3 years' industry experience in Network Management and Data Management. Currently working as an Business Management Intern with Maharashtra Knowledge Corporation Ltd.(MKCL), Pune.



Work Experience



October 2016 – June 2019

MFS Interns
MKCL
Pune Maharashtra

NPMP:

- Guest handling
- Communication with Network Partners
- Learner Data Processing
- Supply Chain Management
- NCR and Center Renewal Processes
- Financial Invoice entry and GST documentation
- Data management and Analysis.

ETP:

- Work on KLiC English and other Courses
- Course Structure Designing
- Integration

- Content Management
- QC of Content

DU:

- Communicating with Universities and Principle about DU process.
- Admission and Exam Processes of Students
- Working on Axure software for creating Prototype of website.
- Send SMS alert to students.

Accounts:

- Invoice Entry

CMP

- Inward and outward
- Invoice entry in ERP Software
- Meeting Arrangement
- Lunch Arrangement
- Dealing with Vendor
- Order front office supplies and keep inventory of stock
- Arrange travel and accommodations, and prepare vouchers
- Receiving and dispatching deliveries
- Answer telephone calls and take messages or forward calls



Education

BBA	YCMOU	June 2019
HSC	MSBSHSE	Feb 2016
SSC	MSBSHSE	Mar 2014



Training and Certifications

- **MKCL and YCMOU**
- **MSCIT**
- **IOT**
- **Advance Excel**



Awards & Honors

I was play with MKCL's Cricket Team. Also appreciated with medal.

While working with NPMP team appreciated for Great Performance.



Skills

Advance Excel, Analytical Skill, Project Management, Leadership, Computer Knowledge, Good communication, Decision making, Multitasking



Computer Proficiency

Operating System

- Windows 7

Software

- Power BI ●●●○
- Qlikview ●●●○
- Tableau ●●●○
- Axure ●●○○
- Camtasia ●●●○



Languages

- Marathi ●●●●
- Hindi ●●●○
- English ●●○○



Career Highlights

I had worked in many field like account, e-content creation, finance, call center executive etc.



Interests

Playing Cricket, Kabaddi

Martial Art

New Trend & Technologies

Watching Videos



Projects

Project: KLiC English

Period: January 2018 - June 2018

Project URL: <http://english.mkcl.org>



References

- **Mr. Atul Patodi**

Senior Program Manager

Network Partnership Management Program (NPMP)

- **Mr. Abhijit Gajbhiye**

Senior Program Manager

Digital University Business Development Program (DUBDP)

- **Ms. Revati Namjoshi**

General Manager

Education Transformation Program (ETP)

- **Pratibha Saraf**

Education Transformation Program (ETP)

General Manager