

Dr. Mukesh Israni,
Vice Principal
Thadomal Sahani Engineering College, Mumbai University
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University Tutorial Services,
SUNY Binghamton

Dear Hiring Manager,

I am delighted to recommend Ms. Avantika Deshmukh for the Graduate Student Assistant Position at University Tutorial Services. I have had the pleasure of knowing Avantika for three years during her tenure at Thadomal Sahani Engineering College, Mumbai University, where she has consistently demonstrated exceptional organizational skills, strong interpersonal communication and management skills, and a dedication to academic excellence.

Avantika's adeptness in administrative tasks and her attention to detail make her an ideal candidate for the UTS Administrative responsibilities. Throughout our interactions, Avantika has showcased her proficiency in responding to emails promptly and efficiently. Moreover, her experience in coordinating various activities and meetings, both within academic settings and extracurricular initiatives, underscores her capability to liaise with faculty, staff, and students effectively.

One of Avantika's notable strengths lies in her ability to organize and manage data efficiently. She has previously demonstrated her capacity in data entry tasks during her academic pursuits. Coupled with her exceptional organizational skills, Avantika is well-equipped to assist in the entry of tutoring data into the online software system and maintain various forms related to tutoring activities, as outlined in the job requirements.

Additionally, Avantika's experience in leadership roles, such as her involvement as the Publicity and Outreach executive in 'Change is Us', speaks volumes about her ability to speak publicly and communicate with a friendly and professional manner. Her demonstrated leadership and team management skills make her an asset to any collaborative environment.

Avantika's commitment to academic and professional growth, coupled with her exceptional communication and organizational skills, align perfectly with the requirements of the Graduate Student Assistant Position at University Tutorial Services. I am confident that she will excel in this role and make valuable contributions to the UTS team.

Sincerely,
Dr. Mukesh Israni
Vice Principal
Thadomal Sahani Engineering College, Mumbai University