

RESUME

Shital Amitabh Patil
Flat No. 105, First Floor,
Waje Heights, Harpale Aali,
Phursungi Gaon, Pune.
Contact-9067316635.
Email:agshital@gmail.com

Objectives & Strength : - To enhance my skills and capabilities so that I could do my job in better way. I am confident and open minded in discussions. I always want to learn new things, which are related to my field.

Working Experience –

- Total Work Experience is 10 years in Management Institute as Administrative officer.
- Working as Registrar in International School of Management & Research, Wadki, Pune from June 2017 to November 2021.
- Worked as Administrative Officer in ASM's Institute of Business Management & Research, Chinchwad, Pune from September 2012 to April 2017.

Job Responsibilities

Preparation of all Statutory Reports with documentation-

- Self Appraisal Report/LIC for MBA,MCA, MMM,MPM,MCM and PFDFT,PGDMLM
- LIC Report for Research Institute- all work related to Research Institute and working as a Research Assistant Head
- Ph. D. Research Center- all documentation related to research center (Ph. D. candidate interview arrangements, Topic Presentation, File submission to RR committee for approving Ph. D. topics, Synopsis, Six Monthly Progress report of Institute and Students as per SPPU and UGC guidelines
- Procedures regarding 12 b and 2 f approval from UGC
- Prepare Staff Selection Committee Report as per SPPU and UGC guidelines

- Arranging Governing Board Meeting, Executive Committee Meeting, Local Managing Committee Meeting, College Development Committee, drafting Agenda and completing register as per rules
- Arranging Interviews for Teaching and supporting staff.
- Conduct Online & Written Exam for SPPU
- Handled all Admission procedure on DTE Portal (Merit list cheking)
- Prepare Roster for Staff selection procedure
- Prepare QIP files
- Attend AICTE-Scrutiny Committee (New course/Increase in Intake)
- Scholarship form work-Online & Hard copy submission on Maha-DBT Portal
- Handled FC Center Individualy and other online admission process.
- Prepare Offer letter, Appointment letter & complete all the Joining formalities.
- All Compliance Report.
- AICTE online and Surprise Visit Documents.
- Shikshan Shulka Proposal online, prepare files for submission.
- All work related to DTE.
- University Affiliation Proposal.
- AISHE Data submission.
- Annual Report of Savitribai Phule Pune University.
- Eligibility and Exam forms.

Educational Qualification: -

Examination	University/Board	Passing Yr.	Class/Grade
MPM (Master in Personnel Management)	Savitribai Phule Pune University	2010	First Class
B. Sc.	Shivaji University of Kolhapur	2003	First Class
H.S.C.	Maharashtra State Board	2000	Second Class
S.S.C.	Maharashtra State Board	1998	First Class

Other Qualification

- English Typing Speed 40 w.p.m.
- Good knowledge of MS-Office – Word & Excel
- MS-CIT.
- Internet, E-mail.

Personal information:

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| • Name | - | Mrs.Shital Amitabh Patil. |
| • Husband's Name | - | Shri.Amitabh S Patil |
| • Date of birth | - | 4 th July 1982. |
| • Marital status | - | Married |
| • Language Knowledge | - | English,Hindi and Marathi. |
| • Religion | - | Hindu. |
| • Nationality | - | Indian. |
| • Gender | - | Female. |
| • Permanent address | - | Flat No. 105, First Floor, Waje Heights,
Harpale Aali, Phursungi Gaon, Pune. |
| • Contact No. | - | 9067316635 |
| • E-mail | - | agshital@gmail.com |

Declaration: -

I hereby declare that the information furnished above is complete and true to the best of my knowledge.

Date:-

Place:- Pune

(Mrs. Shital Amitabh Patil)