

## CURRICULUM VITÆ

**NAME** : **YOGITA RAVINDRA GANDHE**

**DATE OF BIRTH** : **18<sup>th</sup> October 1990**

**PERMANENT ADDRESS** : **B/6 1<sup>ST</sup> Floor, Arjunnagar complex ,  
Patharli Road, Dombivli (East),  
Dist. – Thane, 421 201,**

**MARITAL STATUS** : **Unmarried**

**NATIONALITY** : **Indian**

**PHONE NO.** : **Mobile- 9769995287/9022027006**

**Email id** : **komal18gandhe@gmail.com**

**LANGUAGES KNOWN** : **English, Hindi & Marathi.**

### **EDUCATIONAL QUALIFICATION:**

<b>EXAM PASSED</b>	<b>REMARK</b>	<b>BOARD / UNIVERSITY</b>
S.S.C.	PASS CLASS- YEAR 2006	MUMBAI BOARD
H.S.C.	FIRST CLASS- YEAR 2008	MUMBAI BOARD
B.C.A	SECOND CLASS –YEAR 2016	SNDT UNIVERSITY

### **Computer Literacy:**

- Having Good Knowledge in MS- Office & Internet
- Completed Expert Tally ERP 09 from Trans-IT - Dombivli

**HOBBIES:** Listening Music, Travelling, Internet surfing, dancing

**EXPERIENCE: Working with K.V.Pendharkar College since October, 2012 as clerk.(2 YEARS 8 Months)**

**JOB PROFILE IN K.V.PENDHARKAR COLLEGE:**

- Feeding master Fees data in Tally ERP 9.
- Fees collection of all the courses.**(Cashier)**
- Maintaining Fees Register.
- Cancellation of Admission work.
- Preparing monthly fee dues.
- Digital portal work of university of Mumbai
- Collecting examination form from students of UG uploading the same on University portal.
- Admission work of courses run by DSPM.
- Enrollment work of First year students and resolving the pending cases.
- Eligibility work of First year and newly admitted students.

**Current Working: - THE S.I.A. COLLEGE OF HIGHER EDUCATION  
DOMBIVLI (EAST)**

**JOB PROFILE**

- AISH-MISH,ROLL CALL related work,
- Updating and Maintaining Service Book,
- Government Scholarship (MAHA-DBT) related work,
- Faculty details record updating and maintaining,
- Transcript,
- P.F related work,
- Handling Eligibility work,
- Enrollment work of First year students and resolving the pending cases.
- Examination Work.

**Date:**

**YOGITA RAVINDRA GANDHE**