

CURRICULUM VITÆ

NAME : YOGITA RAVINDRA GANDHE

DATE OF BIRTH : 18th October 1990

PERMANENT ADDRESS : B/6 1ST 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:

EXAM PASSED	REMARK	BOARD / UNIVERSITY
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,

Date:

YOGITA RAVINDRA GANDHE