**HASMUKH**

**HASMUKH.355568@2freemail.com**

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**OBJECTIVE**



I wish to contribute to the success and growth of the organization by undertaking challenging assignments and delivering timely results by applying my knowledge and skills.

**JOB PROFILE – ACTIVITIES MANAGED**



Complete Admission Process Fees – Collection & Records Preparation of student’s Roll call Maintaining Students’ Attendance Records Preparing & Managing Session Schedules Organizing & Scheduling Examinations Ensuring Smooth Conduct of Examinations University Correspondence & Records Complete Students’ Correspondence Maintaining Students’ Records

**WORK EXPERIENCE**

Maintaining Faculty’s’ Records &

Remunerations Schedules

Admission Database maintenance in ERP

system

Verification of students’ Educational Qualification

Preparation of Certificates Bus Pass Forms True Copies

Semester Grade Reports Distribution Verification of Various Scholarship forms



* Presently working as a Junior Assistant in Institute of Pharmacy, Nirma University from 31st January, 2009 till date.

**PREVIOUS WORK EXPERIENCE**



* I have worked as a Computer Operator cum Administrative Assistant, H. L. Centre for Professional Education from 1st June, 2001 to 30th June, 2006.
* I have worked as Clerk at Lokmanya College of Commerce from 10th October, 2005 to 31st December, 2008.
* I have worked as clerk (part time) from 21st July, 2008 to 30th January, 2009 in the

S. D. School of Commerce, Gujarat University.

* Having experience national seminar in admin work like registration, prize distribution, catering committee work etc.



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**EDUCATION QUALIFICATION**



* Master of Commerce pursuing
* Bachelor of Commerce with Pass Class from Gujarat University with Advanced Accountancy & Auditing as a main subject and Advanced Statistics as a subsidiary subject.
* H.S.C. Examination with 49% of marks from Gujarat Secondary Education Board.
* S.S.C. Examination with 47% of marks from Gujarat Secondary Education Board.
* Government Commercial Certificate (GCC) in English Typing in May 1994, with speed 40 W.P.M.
* Government Commercial Certificate (GCC) in Hindi Typing in April 2000, with speed 25 W.P.M.
* Government Commercial Certificate (GCC) in Gujarati Typing in April 2001, with speed 25 W.P.M.
* Certificate course of Data Entry from Rollwala Computer Centre, Gujarat University, Ahmedabad.
* Certificate course of Introduction to Computer, Windows 98, Operating Systems, Ms-Office and Internet from Boston's Computer Institute at Usmanpura in July 2000.
* Certificate in Computing (CIC) from Dr. Babasaheb Ambedkar Open University in April 2006.
* Participation in Staff Development Programme on 11-12 April, 2009 at Institute of Management, Nirma University.

**LANGUAGE PROFICIENCY**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Hindi & Gujarati | : | Read, write, Speak & understand |
|  | English | : | Read, write & understand |

**PERSONAL PROFILE**

|  |  |  |
| --- | --- | --- |
| Date of Birth | : | 10th February, 1979 |
| Gender | : | Male |
| Nationality | : | Indian |
| Marital Status | : | Married |

**DECLARATION**



I hereby declare that the above mentioned information is true to the best of my knowledge.

Date :

Place : Ahmedabad



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