

Curriculum vitae

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Mrs. TruptiRajwardhanBawadekar
Address:Sanjeevani Park, 4th Floor,
Kanerkar Nagar, Pin-416002
Tal-KarveerDist- Kolhapur

ABOUT ME

I am Trupti, presently working as a faculty of Administrative officer Department of Management, Shivaji University Kolhapur. I am an academican with diversified skill-sets. I have around 12 years of academic experience. I am a good learner, passionate and enthusiastic educator with interdisciplinary approach towards management education. I have been capably managing my administrative work and promoting open

OBJECTIVE

To utilize my skill, talents and ability in effective and efficient manner for achieving theOrganizational goals.

EDUCATIONAL DETAILS

MBA with First Class (61.50) from Shahaji College, Kolhapur in the year Feb. 2019

Specialization: Human Resource Management

MA with second class (55.55%) from Shivaji University, Kolhapur. (2015)

Specialization: Hindi

BA with pass class (50%) from Shivaji University, Kolhapur. (2005)

Specialization: Hindi

H.S.C. with Second Class (55.55) form Kolhapur Board in year Feb. 2001

S.S.C. with first Class (60.40) form Kolhapur Board in year March. 1999

Administrative Law Pursuing Igno

COMPUTER SKILLS

- CCC (Computer Concept Course)
- Tally, DTP

Typing Knowledge

English Speed: - 40 w.p.m. &Marathi :- 30 w.p.m

Career Achievements :-

- Impact of Short Term Training on the Performance and Behavior of the Employees – A Case Study of Non – Teaching Staff of Shivaji University, Kolhapur.” Project work for the under Dr. H.M. Thakar, Principal Investigator.
- Academic for Administrative scheme under arranged 20 various programme for the Shivaji University, Kolhapur employees.

KEY SKILLS –

- Excellent Written & Oral Communication
- Knowledge of Statutory Compliances
- Adaptability to Distinct Work-Cultures.
- Expert in Using Modern-Administrative -Aids
- Good at Interpersonal and Counseling Skills

Academic Experience :-

1. Mahalaxmi IT Technology “ As a Counselor” 1 year.
2. Chate IIT Centre, “ As office Assistant” 1 year.
3. GlobizInfotech , “ As Data Entry Operator” 7 Month
4. Shivaji University “ As Administrative Assistant ” Examination Section” 6 Month
5. Shivaji University “ As Administrative Assistant ” Bhagwan Mahaveer Chair” 6 Month
6. Shivaji University “ As Administrative Assistant ” MBA Department, 10 year.

Key Responsibilities Handled MBA Department , Shivaji University, Kolhapur

- AICTE, DTE, RO Pune, ARA & Shivaji University portal all over online task be completed Successfully.
- ISO Audit work for the Management Department.
- MahaDBT scholarship portal all over work be completed just students scholarship form (EBC, SC,ST, OBC, Minority)scrutiny and solve quires regarding disbursement issues, follow-up now scholarship amounts.
- CAP admission Process all over work be complete just students registration form, Option form CAP round admission regarding online mode quires solve politely.
- DTE ARC & FC Center online work completed by Document verification and confirmation.
- Shivaji University Examination software SRPD successfully operate for the before six years
- MBA admitted Students Registration, Eligibility, and Exam forms fill-up work online mode through.
- Handle university Finance and Accounts section login work finance Audit, Bills, reconciliations for online mode through.
- Maintain the department calendar and arrange for special events just National & International conference, Workshops and students related Start-up Events, Administrative Employees Training Programme to be organized.
- Create and maintain liaison with vendors and suppliers for department equipment and materials.
- Arranged Meetings university departmental level committee members.
- Answer telephone calls and provide callers with the information asked for.
- Respond to visitors’ and students’ inquiries in person
- Assist students with questions regarding courses and billing
- Provide administrative support for staff scheduling, training, and placement
- Attend to correspondence and incoming and outgoing mail
- Research information for teachers and staff members and provide them with feedback
- Maintain records of students and teachers and provide the status of records upon special instructions
- Scan student and staff files into imaging systems and keep recorded information confidential and updated
- Approval Process all over work be done now university various bodies.
- Handle petty cash and perform limited book keeping duties

- Provided support in managing fee bills, invoices, and receipts

STRENGTHS

- Self-motivated
- Hard working
- Good Communication skill and Negotiation
- Decision Making
- Online working

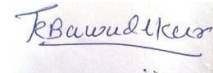
PERSONAL DETAILS

Name : Mrs. Trupti. RajwardhanBawadekar
Address : Sanjeevani Park, 4th Floor, Kanerkar Nagar
: Tal- KarveerDist-Kolhapur Pin- 416002
Date of Birth : 06/011/1982
Sex : Female
Languages known: Marathi, Hindi, English
Nationality : Indian
Marital status : Married

DECLARATION

I hereby declare that the Information mentioned above is true as the Best of My Knowledge.

DATE:



(Mrs. Trupti Rajwardhan Bawadekar)

Reference:-

1. **Prof. (Dr.) S.S. Mahajan,**
Dean, Commerce & Management,
Shivaji University, Kolhpaur
2. **Dr. H.M. Thakar,**
Ex. Director,
MBA Department
Shivaji University, Kolhapur
3. **Dr. D.R. Ingavale**
Assistant Professor,
MBA Department,
Shivaji University, Kolhapur