



## *Resume*

Mr. Vishal Sonkamble

### **CURRENTLY WORKING**

Sr. Admin. Officer  
Ashoka Business School, Since Nov. 2018

### **RESPONSIBILITIES**

- Handling all Statutory Departments
- Notices/ Memo/ office orders
- Logistic support
- Attend Visitors/Admissions
- Coordinator 5S
- Maintain Meetings MoM
- Files/ Documentation
- NAAC related work
- Handling Social Media of the Institute

### **EDUCATIONAL QUALIFICATION**

- MBA(HR), SPPU Appeared
- B.A. (Economics) from Pune University, April- 2003
- H.S.C -Nashik Board, with 69 % April- 2000
- S.S.C -Nashik Board, with 61 % April- 1998

### **WORK EXPERIENCE**

- Worked as an Asst. to Registrar office at Sandip University, Nashik in Year 2017-2018
- Worked as an Admin officer & ISO Coordinator at MGV's English Medium School Nashik in Year 2016-17
- Worked as an Admin. Officer at Ashoka Business School ,Nashik , Year 2012-2015
- Worked as Sr. Clerk at K R Sapkal IOM Nashik Year 2008-2012
- Worked as Asst. Admin at Rasbihari International School in year 2007-2008

### **COMPUTER KNOWLEDGE**

- Ms Office, Word, Excel, Internet Savvy

### **AREAS OF INTEREST**

- Human Capital Management

### **STRENGTH**

- Belief in self abilities
- Confident and keen aptitude for quick learning
- Dealing issues with accuracy
- Good orientation towards processes and policies.

### **PERSONAL INFORMATION**

Date of Birth	:	2 <sup>nd</sup> October 1982
Permanent Address	:	Sharanpur Road , Behind Auto Skill, Nashik-422005 Mob: 9921768301/Mail: vishal.ssp@gmail.com
Gender	:	Male
Marital Status	:	Married
Languages Known	:	English, Hindi, Marathi.