

RESUME

***Career objective:**

To obtain a position where my knowledge and soft would be utilized and an opportunity for value based growth and career advancement while contributing

***Educational Qualification :**

Degree /Exam	College/school	University/Board	Passing Yr.
S.S.C / 10 th	Pratibha Niketan Highschool,Nanded.	Latur board	2001
D.E.E.	Govt.Polytechnic Nanded.	MSBTE , MUMBAI	2007
B.com	Yashwant Mahavidyalay Nanded.	S.R.T.M.U. Nanded	2010
MBA(IT)	IIM Nanded	S.R.T.M.U. Nanded	2012
B.Ed.	Sahayog Institute, Nanded	S.R.T.M.U. Nanded	2014
M.com	DSM College ,Parbhani	S.R.T.M.U. Nanded	MAY 2014

***Experience:**

Name of the work place	Designation	From	To	Period
Sggs Institute of Eng. & Technology Vishnupuri Nanded	Clerk Cum Office Assistant	01.06.2013	Till Date	12 years 4 months

*** Work responsibility under domestic concern:**

Administration	<ul style="list-style-type: none">• Coordinate the daily administrative and clerical work in the office.• Ensure smooth functioning of all office sections and staff under their supervision.• Assist in preparing budget estimates, bills, salary statements, and financial records.• Ensure timely submission of reports to higher authorities.• Maintain stock registers and issue office supplies as needed.• Monitor the use of stationery and other office materials.• Handle confidential files, reports, and data responsibly and securely.• Maintain stock registers and issue office supplies as needed.• Monitor the use of stationery and other office materials.• Prepare Salary Record for faculty members.• Keep attendance records, inward-outward registers, and other official records updated.• Help in preparing monthly and annual reports as directed.• Help students and staff with administrative queries and documentation.• Maintain student records such as admissions, scholarships, and exam forms.
Admission	Admission Process like filling on line form
EMC Work	<ul style="list-style-type: none">• Maintain all records related to electrical maintenance, repairs, and installations.• Keep files of work orders, quotations, bills, and maintenance reports.• Update registers for daily maintenance activities and complaints received/resolved.

***Personal Information**

NAME	Pallavi Jayant Wadhonkar
ADDRESS	58,Vivek Nagar , Nanded
DATE OF BIRTH	13.02.1986
CONTACT NO.	8552099892
NATIONALITY	Indian
LANGUAGE	Engilish, Marathi, Hindi
E-MAIL	pallaviwadhonkar@gmail.com

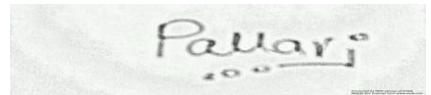
***Career Goal:**

	To seek challenging assignment and responsibility with an Opportunity for growth and career advancement as a successfully Achievement
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***Declaration:**

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

Thank You,



Yours truly
Pallavi Wadhonkar

Place:Nanded
Date :06.10.2025