

# RESUME



**Miss.Salunkhe Asha Dilip**  
311 Aai, Yashwant Colony,  
Sambhaji Nagar,  
Tal/Dist Satara.(415002)

## ACADEMIC PROFILE

Exam	Board/University	Year of Passing	Marks
B.Com	Kolhapur	March 1989	II nd Class with Hons.
H.S.C.	Kolhapur	March 1986	II nd Class
S.S.C.	Kolhapur	March 1984	II nd Class

### Computer / Typing Course

MSC-IT – Government of Maharashtra  
English T / W. 40 WPM  
Marathi T / W. 30 WPM

### EXPERIENCE -

**From May 1996 to till date, working as clerk in Rayat Shikshan Sanstha's, Karmaveer Bhaurao Patil Institute of Management Studies and Research, Satara (bifurcated in November 2006 from Dhananjayrao Gadgil College of Commerce,Satara.**

The responsibility handling in this organization as, accounting, student's section (Students General Register, scholarship, eligibility, examination forms, TC, bonafied, migration, Inward outward) AICTE, DTE, University, Sanstha's Correspondence, admission of all courses, files and record maintenance, budget, auditing, cash, stationary, dead stock record maintenance, staff record, salary remuneration of staff and the like.

### Workshops Participated –

- Design Thinking conducted by QMSpulse on 11.1.2017
- Accreditation Process by NBA on 20.4.2012
- AISE/MIS S.G.M.College Karad on 30.1.2018

- Name – Miss. Asha Dilip Salunkhe
- Designation - Administrative Officer
- Cast/Category – Hindu/Maratha Open
- Date of Birth – 14/11/1968
- Gender – Female
- Nationality – Indian
- Language – Marathi/Hindi/English

Permanent Address - Miss.Salunkhe Asha Dilip  
311 Aai, Yashwant Colony,  
Sambhaji Nagar,  
Tal/Dist Satara.(415002)

- Phone – 9403345301

### **Declaration -**

I hereby declare that the above mentioned details are true to the best of my Knowledge and belief.

(Mrs.Salunkhe A.D.)