



JAYDEVSINH HIMMATSINH RAUL

J R . C L E R K

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Campus, Bambhori, Jalgaon

EDUCATION

Bachelor of Arts

North Maharashtra University
Jalgaon

SKILLS

- ERP Software
- Data Entry
- Appointment Scheduling
- Problem Solving in Difficult Situation
- Team Leadership
- Team Work

ABOUT ME

The mindset to work hard remains in me forever. If my work is completed on time, I am also helping my colleagues. Because if their work is also completed on time, we don't have backlog of different types of work. Hence a whole group of office/establishment moves forward.

जिद्दीने पेटून काम करण्याची मानसिकता माझ्यात कायम राहिली आहे. माझे काम वेळेवर पूर्ण झाले तर मी माझ्या सहकाऱ्यांनाही मदत करत असतो. कारण त्यांचे कामही वेळेवर पूर्ण झाले तर आमच्याकडे विविध प्रकारच्या कामांचा अनुशेष राहत नाही. त्यामुळे कार्यालय/आस्थापना चा पूर्ण एक गट पुढे सरकतो.

EXPERIENCE

ESTT. SECTION From July 01, 2010 - PRESENT

SSBT's College of Engg. & Technology, Bambhori, Jalgaon.

- Maintaining the Teaching, Non-Teaching Record
- AICTE - Approval (EoA) - ENGG. & ACSC
- Mandatory Disclosure
- University Continuation of Affiliation Work
- Institute's Online Academic Audit Work
- Minutes of GB and CDC Meeting Typing
- FRA Related Work
- ESTT Section Work
- Online All Types of Work

LANGUAGE

Marathi
Hindi
English

HOBBIES

Playing Vollyball
Listning Song
Travelling