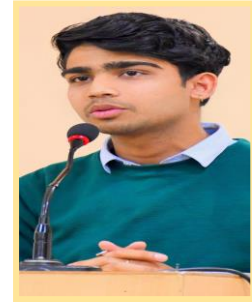


Ramanujan College

University of Delhi

CR Park Main, H Block Kalkaji, New Delhi-110019

Name : Prashant
Designation : Junior Assistant
Department : Administration



Qualification: Completed Post Graduation & Bachelors Degree,
Diploma in Financial Management cum E -Taxation, Diploma in Computer Applications.

Currently Pursuing: P.G Diploma in Higher Educational Management & Administration.

Key Responsibilities:

❖ **Managing Administrative & Technical Functions in TLC Programs. Performing all the general duties of TLC**

1. Making & Circulating google forms,
2. Query handling,
3. Preparing & sending honorarium receipts, communicating with participants, making feedback analysis.
4. Documentation of TLC Programs.
5. Processing of all the accounts related Bill s of TLC Programs
6. Managing Records of NOC's Relieving letters of the participants
7. Verification of the FDP, FIP, Refresher Course Participants Certificate) issued by TLC (As per candidate and his/ her Institution's request)

❖ **Administrative Dealing Assistant in the Department of Career Development and Placement Cell:**

1. Performing duties including handling teachers/ Personality Development Trainer's (PD) salaries
2. Maintenance of Attendance and classes records of the PD's Trainer
3. Assisting in placement Drives and coordination with Corporates during Campus Placement Drives.

❖ **Technical Duties:**

1. Handling College Official Social Media Handle's
2. Sharing the Data and Information of the Programmes, Events etc. organised by Ramanujan college

❖ **Administrative Assistant in Indira Gandhi National Open University (IGNOU) Centre of Ramanujan College.**

1. Performing Administrative Duties in the centre
2. Entire Query Handling regarding **Admission Process, Examination form, Assignment, Practical and Classes**
3. Offline and online Assignment handling

4. Bill Processing of the teachers
5. Examination Duties including invigilation etc.
6. All the Additional Duties Assigned by Coordinator and assistant coordinator