CURRICULUM VITAE

Name: Amit Patial
Village:- Draman
Distt :- Kangra (H.P)
Email: amitpatial96@gmail.com
Mobile no.: +91 9646109688

CAREER OBJECTIVE

To achieve a position that will make possible to use my well-built organizational skill, reward winning educational background and capability to work fit with people.

EDUCATIONAL QUALIFICATIONS

Sr. No.	Degree/Certificate	Institution/Board	Percentage
1	MBA(HR + Marketing)	Lovely Profession University	69.30%
2	B-Tech (Electrical)	Saint Soldier Engineering College Jalandhar /PTU	70.00%
3	Diploma (Electrical)	Pt. Jagat Ram Govt. College	59.56%
4	S.S.C (Non-Medical)	T.W.E.I Sen. Sec. School, Phagwara/PSEB	56.58%
5	H.S.C (General)	Jawahar NavodayaVidyalaya, Maseetan Kapurthala/CBSE	57.16%

INTERNSHIP

Organization   : **JCT Ltd**. Phagwara
Duration   : 6 Month
Description   : Worked as a project trainee at Boiler plant/Workshop.

PROJECTS UNDERTAKEN

Project   : Real time project report on Boiler.

Objective   : The combustion of agro-industrial wastes in power plant seems to be an
                 Attractive possibility for the future.

WORK EXPERIENCE (Total – 8Years' Experience)

Prior Experience:

Company   : **MIC ELECTRONIC'S Ltd.**

Duration   : Oct 2012 - May 2013

Place of work: Rajkot (Gujarat)

Job Profile   : Customer Care executive

Prior Experience:

Company   : Lovely Professional University**.**
Duration   : July 2013 to March 2021
Place of work: Jalandhar (Punjab)

Job Profile   : Assistant Officer

Prior Experience:

Company   : Chandigarh University**.**
Duration   : March 2021 to Till date
Place of work: Mohali (Punjab)

Job Profile   : Deputy Manager

ROLES & RESPONSIBILITIES

Job Title - <u>Admission department/Division of Distance Education (CU)</u>

Policies/ Guidelines/ Formats/ Forms	New Development	Research Work/ Formulation
		Approval/ Implementation/ Communication
	Updations in Existing	Review and Upgradation in Existing Policies
		Approval/ Implementation/ Communication
Resource Planning &	Admission Set Up	Research/ Analysis/ Planning/ Approvals

		Implementation and Communication
Management (All Projects)		Coordination with Concerned
New Admissions Coordination with channel partner's (Walk in & Out Campus)	Reporting and Allocation (Online & Offline)	Reporting of Students and Allocation
		Reporting of PSP/ Other and Allocation
		Reporting from Staff and Collection of Registers
		Daily Reporting & Follow Ups of Admissions
		Coordination with Reporting Head
		Reports/ Data/ Information Sharing with Team
	Admission Reconciliation and Verification of All Processing Activities	Rejected and Decline Admissions
		Receiving's and Receiving Registers (soft & hard copy)
		ID Proves of Reporting Officials
		Online Admission Master Verification and Mappings
		Allocations and Status Mapping (All)
		Daily Report Compilation and Rectifications
		Updation of Wrong Records/ Managing Discrepancies
Admission Allied Services	Eligibility Verification/ Authentication (Indian/ International)	Research Work/ Authentication/ Discussions
		Case Verification and Handling of Queries (Staff/ PSP/ Student)
		Approval/ Implementation/ Communication of New Cases
		Drafting/ Checking/ Replying Emails
		Special Case Preparation & Submission for Approvals (Internal & External)
		Coordination With International Affairs
Campus Center Management	Follow Ups (Telephonic/ Emails/ SMS) (New & Existing Students)	Allocations & information sharing
		Online punching of follow up remarks
		New admission enquiry
		Continuing admission submission
		CA submission
		Examination/ PCP conduct
		Provisional admissions
		Follow Up of any other data
		Analysis Reports/ Record/ Reporting
Fee Processing (New/ Continuing Admission & Any Other Fee)	DD Processing & Management	Labeling & Sorting DDs/ Record Updation
		Report Preparation/ Fee Verification/ Lot Creation/ Prints/ Emails
		Submission in Accounts/ Follow ups/ Receiving's
		Handling Rejected/ Disputed/ on Priority DDs
		Master Record Compilation & Management (Online & Offline)

		Report Preparation/ Fee Verification/ Lot Creation/ Prints/ Emails
	Cash Processing & Management	Submission in Accounts and Dealing with Depositor
		Collection of Fee Receipts / Receiving's/ Follow ups
		Coordination with Depositor and Accounts
		Master Record Compilation & Management (Online & Offline)
		Allocation for Fee Receipt Updation in Files & Verification
	Fee Verification and Adjustments	Fee Due and Paid Verification/ Mapping with Online & Offline Records
		Fee Updation/ Adjustments/ Rectifications
		Master Record Compilation & Management (Online & Offline)
		Pre and Post Query Handling
		Coordination with Accounts
	Refund of Fee (Any)	Receiving of Request (Acceptance/ Rejection)
		Case Preparation/ Approvals/ Submission for Processing
		Coordination and Follow Ups with Concerned
		Receiving and Issuance of Refund
		Pre and Post Query Handling
		Master Record Compilation & Management (Online & Offline)
Fee Waiver	Approvals and Communication	Updation of Existing Policy and Approvals
		Drafting/ Approval and Processing of Communication
	Offline Requests	Receiving of Request
		Verification and Documentation
		Generation of Memo and Submission for Approval
		Internal & External Approvals
	Online Request	Online Request Acceptance
		Verification and Documentation
		Online & Offline Submission for Approvals
	Pre and Post Operations	Formulation of Reports and Record Maintenance
		Enquiry Handling of Staff
		Fee Adjustments & Refund
Continuing Admissions (All Modes/ Current & Previous Sessions)	Continuing Admission Receiving at Campus	Receiving of Request (Student/ PSP)
		Processing of with Approval Cases
		Online Punching
		Managing Eligibility & Technical Issues
		Formulation of Reports and Record Maintenance

		Handling Queries & Coordination
		Record of Approval Cases (Online & Offline)
	Online Continuing Admissions	Mapping of Online Punching and Registrations
		Coordination with Accounts for Data Sharing
		Fee Updation Status Verification & Reporting
		Reports and Record Maintenance
		Handling Student Queries (Walk in/ Emails)
	Online Payment Cases	Handling Student Queries (Walk in/ Emails)
		Receiving and Verification of Online Payment Cases
		Case Preparation and Reporting
		Communication & Follow Ups
	Term Promotion (TP)	Online Processing of Term Promotion
		Managing TP Rectifications
		Operational and Technical Issues

PROFFISIONAL SKILLS

1. Extensive Background in Technical Support.
2. Familiar with multiple Operating Systems.
3. Excellent verbal and written communication skills.
4. Excellent in world, Excel.

CERTIFICATIONS/SEMINARS

1. "How technology can contribute in innovation" seminar by "Vivek Dhayia" in L.P.U, January 2014.

2. "Skill Development H.R Shine Conclave Organized by Hindustan Times" attended In L.P.U, January 2015.

EXTRA CURRUCULAR ACTIVITIES

Participated in   : NCC (National cadet coup) and passed the certificate 'A' examination held
                        In 2007.
Participated in   : Kho-Kho boys cluster meet (Chandigarh Region) 2006-07.

LANGUAGES KNOWN

1. English   2. Hindi   3. Punjabi

HOBBIES

Playing football, Listening music.

PERSONAL DETAILS

1. Father's Name   : Kuldeep Kumar

2. Mother's Name : Sudesh

3. Date of Birth   : 01-01-91

4. Gender   : Male

5. Marital Status   : Single

6. Nationality   : Indian

DATE: -   **SIGNATURE**

                                                                      (AMIT PATIAL)