

# MAHENDRASINH NARANSINH DABHI



A/6, Amita Appartment,  
Opp. Chandranagar BRTS Bus Stop,  
Narayannagar Road, Paldi,  
Ahmedabad-380007

Phone: +919429098902 (Mob.)  
E-mail: [mdabhi11@yahoo.com](mailto:mdabhi11@yahoo.com)

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## Objective

- A Challenging and rewarding career where I can grow both professionally & personally through consistent contribution and skill up gradation.

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## Personal Information

- Father's Name : Mr. Naransinh S. Dabhi
- Date of Birth : 11-10-1993
- Nationality : INDIAN
- Sex : MALE
- Language Known : Gujarati, Hindi & English
- Marital Status : Married

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## Experience Summary

- 1) National Institute of Design, Ministry of Commerce and Industry, GOI, Ahmedabad, Gujarat, India  
**Secretarial Assistant** 15<sup>th</sup> June 2021 to till date  
**Job Responsible for:**
  - All Officials letters, Emails, Conduct culture programme, Academics programme, Study Tour Coordinate etc.
  - All the Office work, Ph.D Admission Registration Work, Arrange meeting, Entrance Test Arrangements, Coordination with Academic, Admin, Accounts, Research & Publications and other departments of NID, Maintain students File and Academic File Records, Maintain Visiting Faculty File (Invitation Letter, Travel Arrangement, Accommodation & Hospitality, Honorarium etc.), Day to day assigned work of HOD, In-House Faculties, Visiting Faculties
- 2) National Institute of Design, Ministry of Commerce and Industry, GOI, Ahmedabad, Gujarat, India  
**Secretarial Assistant** 12<sup>th</sup> February 2018 to 11<sup>th</sup> May 2021  
**Job Responsible for:**
  - All Officials letters, Emails, Conduct culture programme, Academics programme, Study Tour Coordinate etc.
  - All the Office work, Ph.D Admission Registration Work, Arrange meeting, Entrance Test Arrangements, Coordination with Academic, Admin, Accounts, Research & Publications and other departments of NID, Maintain students File and Academic File Records, Maintain Visiting Faculty File (Invitation Letter, Travel Arrangement, Accommodation & Hospitality, Honorarium etc.), Day to day assigned work of HOD, In-House Faculties, Visiting Faculties
- 3) National Institute of Design, Ministry of Commerce and Industry, GOI, Kurukshetra, Haryana, India  
**Data Entry Operator** 21<sup>st</sup> November 2016 to 09<sup>th</sup> February 2018  
**Job Responsible for:**
  - All Officials letters, Emails, Conduct culture programme, Academics programme, Study Tour Coordinate etc.
  - All the Office work, GDPD Admission Registration Work, Jury Work, Maintain Students File and Academic File Records, Maintain Visiting Faculty File (Invitation Letter, Travel Arrangement,

Accommodation & Hospitality, Honorarium etc.), Day to day assigned work by HOD, In-House Faculties, Visiting Faculties & Registrar.

- 4) Sardar Patel Institute of Public Administration, Satellite, Ahmedabad, Gandhinagar, Gujarat, India  
**Data Entry Operator** 17<sup>th</sup> November 2014 to 18<sup>th</sup> November 2016  
**Job Responsible for:**
- UPSC Orientation Programme Work
  - UPSC Admission Entrance Exam Work, UPSC Admission Registration Camp Work
  - Maintain Faculty File (Travel Arrangement, Hospitality & Honorarium)
  - Maintain Student File (I-card, Attendance, Deposit Refund, Stipend etc.)
  - Conduct Mock Test Exam
  - Day to day assigned work by Office Superintendent/Admin., Joint Director(Study), Dy. Director General, Director General

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## Academic Qualifications

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- Gujarat University, Bachelor, B.Com, April 2015.
- Dr. Babasaheb Ambedkar Open University (Distance Education), Bachelor, BCA, January 2017.
- GSHEB Board, 12<sup>th</sup>, March 2011.
- GSHEB Board, 10<sup>th</sup>, March 2009.

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## Hobbies & Extra skills

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- Travelling
- Watching T.V.
- Playing Cricket, Valley

## Declaration

I hereby declare that all statements made in this C.V. are true, complete and correct to best of my knowledge that belief. In view of above, I request you to kindly give me a chance to prove my matter.

Place:- Ahmedabad

{Mahendrasinh N. Dabhi}