



# ANKUSH DINESH SHUKLA

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## 📋 OBJECTIVE

- 1) An opportunity to join a progressive organization where I can use my skills to make a significant contribution to the success of the company.
- 2) A position with a progressive company that will fully utilize my skills and offers opportunities for continuous professional development.

## ⚙️ SKILLS

Oral and Written Communication Skill  
Time Management  
Leadership Skills  
Microsoft Office Experience  
Technology Skills  
Convincing Skill  
Listening Skills  
Critical Thinking and Problem Solving  
Teamwork and Collaboration  
Emotional Intelligence  
Flexibility

## 👍 INTERESTS

Playing Cricket and Basketball  
Reading Books  
Listening to Music  
Volunteering

## 🗣️ LANGUAGE

English  
Hindi  
Marathi

## 📅 ACTIVITIES

Work on Self Improvement  
Sharpen Creative Thinking  
Cultural Awareness  
The Persistence and hard work in learning

## 📁 EXPERIENCE

### Santaji Mahavidyalaya

2021 - 2023

Administrative assistant

1) Provides administrative support to an academic teaching department by providing reception services, scheduling appointments, meetings, and travel, filing, researching files and records, and preparing and proofreading correspondence, reports, and other documents as requested.

2) Supports the administrative business functions of the department by obtaining and processing textbook adoptions, creating brochures and newsletters, organizing the faculty evaluation process, maintaining and updating the departmental website or databases, preparing personnel action forms and position authorizations as directed, verifying and processing student and part-time employee time records, scheduling the use of classrooms, department facilities, or meeting rooms, and maintaining the security of classrooms, labs, equipment, and records.

### Home Tutor

2022 - N/A

Teacher

Demonstrates academic competence in subject area and ability to build a curriculum. Maintains a growth mindset toward student learning and teaching practice. Facilitates problem-solving with a curious mind and critical thinking skills. Serves as a role-model for students.

## 🎓 EDUCATION

### Rashtrasant Tukadoji Maharaj Nagpur University

2023

P.hd  
Persuing

### Rashtrasant Tukadoji Maharaj Nagpur University

2022

Master of Arts  
Grade A

### Rashtrasant Tukadoji Maharaj Nagpur University

2020

Bachelor of Arts  
Grade A

### Dharampeth Science College

2017

10+2  
Grade A

### Manjusha Convent

2015

10th  
Grade A

## 🏆 ACHIEVEMENTS & AWARDS

Best Mentor Award  
Organized an Event to Raise money for Blind Students  
Elected Class Representative  
Working as a Scribe for Disable Students