

ADMINISTRATIVE STAFF

PERSONAL PROFILE



Mr. Rajendra Tatoji Vichare
(Senior Ckerk)

- ❖ **Residential Address** : At & Post – Margtamhane,
Tal. – Chiplun,
Dist.-Ratnagiri ,
Pin. – 415702
- ❖ **Phone No** : Office 02355-270169 Resi. 02355-207320 Mob.
9403941474
- ❖ **Date of Birth** : 9th October 1968
- ❖ **Blood Group** : 'O' Rh (-ve)
- ❖ **Date Appointment** : 2nd June, 1993
- ❖ **Working Experience** : 22 Years

❖ EDUCATIONAL QUALIFICATIONS

Sr. No.	Examination	Month & Year	University	Class
1	S.S.C	March 1985	Kolhapur Board	Second Class
2	H.S.C	March 1987	Kolhapur Board	Second Class
3	B.Com.	November, 1990	University of Mumbai	Pass Class
5	MS-CIT	December 2003	M.S.B.T.E	First Class

❖ WORKING EXPERIENCE

Name of College	Period	Post Held
Dr. TatyasahebNatu College of Arts and Senior College of Commerce Margtamhane. Taluka : Chiplun, Dist-Ratnagiri, Pin. 415702	02/06/1993 To 31/01/1999	Junior Clerk
	01/02/1999 onwards	Senior College

❖ DISTRUBUTION OF WORK

Sr. No	PERTICULARS
1	Marathi Typing (Letters, Notice & other)
2	Staff Muster Writing
3	Daily Cash Collection
4	Bank Work (Deposit & Withdrawal)
5	Service Books (Leave) Writing
6	Submitting various information to Joint Director & University
7	Writing of students General Register
8	Maintain Leave Record
9	Issue T.C., Migration Certificate, N.O.C. and Bonafide Certificat.
10	Admission of Students : a) Scrutiny of Admission Form b) Spending various University Shares c) Preparing Fee Register
11	Education Society Assignments : a) Financial Payment/Receipt of Society b) Correspondence of Society c) Preparation of Meeting Notice/Agenda d) Other Assignments of Society

