

Nitin A.Chavan

Administrative Assistant



At-Vanoshi Tarfe Natu, Post - Shondeghar,
Tal. Dapoli, Dist. Ratnagiri

✉ nitin.idp.dbskkv@gmail.com

☎ 9920419898

WORK EXPERIENCE

Graphic Designer PRINTHUB, Printing Press

Dapoli
85, Modi Street, Fort,
Mumbai -400001
Email:printhubcard@gmail.com

Administrative Assistant NAHEP-IDP

DAPOLI
Institutional development for enhancing learning outcome,
academic diversity, entrepreneurship and employability

EDUCATION

Study Program YCMOU,

Nashik
Courses
• B.com (Finance)

Study Program ARENA Animation

Andheri
Courses
• Graphic Design
Coral, Photoshop.

Study Program

Maharashtra state board of technical
education

Thane
Courses
• MS-CIT

Ganesh Computer

• TALLY

SKILLS

- Graphic Design
- Tally (Financial Accounting)
- MS-CIT

LANGUAGES

Marathi

Hindi

&

English

Key responsibilities in project worked on:

- ❖ Project related all types of Design and Printing works
- ❖ Project Annual Report
- ❖ Assist to NAHEP-IDP office related all administrative work