

Kamalesh Ghate

Administrative Assistant



At/Post Jalgaon, Shreekrushna Nagar,
Tal. Dapoli, Dist. Ratnagiri

✉ kamalesh.idp.dbskkv@gmail.com 📞 9960083114

WORK EXPERIENCE

Office Assistant

Dr. B. S. Konkan Krishi Vidyapeeth,

Dapoli

*Worked as an office assistant from 2011 to 2020 at DBSKKV,
Dapoli*

Administrative Assistant

NAHEP-IDP

DAPOLI

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

EDUCATION

Study Program

N. K. Varadkar college

Dapoli

Courses

- B.A (Economics)

Study Program

Maharashtra state council of examination,

PUNE

Courses

- Marathi Typing - 40 W.P.M.
- English Typing - 40 W.P.M.
- Marathi Shorthand - 100 W.P.M.

Study Program

Maharashtra state board of technical
education

MUMBAI

Courses

- MSCIT

SKILLS

- MS-Office: •Marathi typing: •English typing:
- Marathi Shorthand

LANGUAGES

Marathi

Hindi

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English

Key responsibilities in project worked on:

- ❖ Project related typing
- ❖ correspondence memos, letters, and forms
- ❖ Take detailed minutes of meeting
- ❖ compile weekly progress report and send to ICAR
- ❖ Assist to NAHEP-IDP office related all administrative work