

Suhasni Pandit

Contact

9501112456

[Suhasnipandit0720@gmail.com](mailto:Sahasnipandit0720@gmail.com)

Profile

To work with a professional organization where I can use my knowledge, skills and experience for the growth of the organization and my career.

Experience

July 2024 – Till Date

Deputy Officer (CDOE), Lovely Professional University, Jalandhar

- I. Implementation of Online Mode Programme Scheme Changes by coordinating with IT.
- II. Managing record of Session Wise Programme Schemes of all programmes.
- III. Verification and authentication of Course Master entries as per programme schemes, getting rectifications done from IT.
- IV. Authenticating Course Selection database of Online Mode students by verification, sharing discrepancies with concerned and getting the data rectified on regular basis.
- V. Processing Course Selection change requests of students and managing record.
- VI. Verification of Course Registration data of new and continuing students to ensure correct registration for Live Classes and Examination activities

July 2023 – June 2024

Manager (HR & Administration), The White Medical College & Hospital, Pathankot

- I. Managed Administrative & HR Office documentation as part of my Administration & HR role.
- II. Maintain accurate records for HR and administrative purposes (e.g., employee files, contracts, policy manuals).
- III. Oversee the hiring process including creating job description and conducting Interviews for new candidates.

October 2019 – June 2023

Faculty (Communication English & Management), Central Institute of Petrochemicals & Engineering, Dehradun

- I. Taught courses in Communication Theory, Communication Lab, and Management to Diploma programme students.
- II. Taught courses in Communication Theory to Diploma Short Term Vocational Programme students.
- III. Assisted in Campus Placement in Co-ordination with Placement Officer.
- IV. Worked as a committee Member in Admission Counseling committee.

- April 2019 –September 2019** **Faculty (Communication English), Central Institute of Petrochemicals & Engineering, Amritsar**
 I. Taught courses in Communication Theory & Communication Lab to Diploma Programmes students.
 II. Taught courses in Communication Theory to Diploma Short Term Vocational Programme students.
- November 2016 – August 2018** **Executive (HR & Administration), Chintpurni Medical College & Hospital**
 I. Indulged in all Administrative & HR Office documentation as part of my Administration & HR role.
 II. Maintain accurate records for HR and administrative purposes (e.g., employee files, contracts, policy manuals).
- July 2013- August 2014** **English Teacher, S.B.L High School, Gurdaspur (Punjab)**
 Taught English Grammar and Literature courses to 6th to 10 standard classes.

Education

- Bach Year 2008** **MATRICULATION,**
 S.B.L High School, Gurdaspur (PSEB), (Punjab)
- Bach Year 2010** **INTERMEDIATE**
 S.B.H.S. Girls College, Gurdaspur (Punjab)
- Bach Year 2013** **GRADUATION (B.A)**
 Guru Nanak Dev University, Amritsar (Punjab)
- Bach Year 2016** **M.A ENGLISH**
 Guru Nanak Dev University, Amritsar (Punjab)
- Bach Year 2022** **M.A PUBLIC ADMINISTRATION**
 Guru Nanak Dev University, Amritsar (Punjab)

Other

Professional Qualifications

- I. Done Basic computer course of MS Office & Computer Applications.
- II. Done BYST Mentor Development programme accredited by City & Guilds of London Institute.
- III. Worked on using Language Lab Software for Communication Lab classes.

Key Strengths

- I. Strong Verbal, Written Communication, as well as Effective Skills .
- II. Strong Effective Learner and adaptable to new things & technologies.
- III. Strong Interpersonal skills for effective Team work.
- IV. Highly Organizes and Detail oriented to meet deadlines consistently.

Personal Profile

Name : Suhasni Pandit
Father's Name : Mr. Satinder Kumar
Mother's Name : Mrs. Sharda Rani
Date of Birth : 07/01/1994
Marital status : Unmarried
Nationality : Indian
Religion : Hindu
Languages known : English, Hindi, Punjabi
Address : V.P.O Dhianpur, TEH: Dera Baba Nanak, DIST:
Gurdaspur (143605), Punjab

Declaration:

I Hereby declare that the details furnished above are true to the best of my Knowledge.

Place: Jalandhar
Date: 30.01.2025

(Suhasni Pandit)