

# Suhasni Pandit

## Contact

9501112456

Suhasnipandit0720@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 of Communication English Theory, Communication Lab, and Management to Diploma programme students.
- II. Taught courses of Communication English Theory to 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 of Communication English Theory & Communication Lab to Diploma Programmes students.
- II. Taught courses of Communication English Theory to 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 6<sup>th</sup> 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 (PSEB), (Punjab)

**Bach Year 2013**

**GRADUATION (B.A)**

Baring Union Christian College, Batala , GNDU Amritsar (Punjab)

**Bach Year 2016**

**M.A ENGLISH**

Baring Union Christian College, Batala , GNDU 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 Language Lab Software for Communication Lab classes.

## Key Strengths

- I. Strong Verbal and Written Communication Skills.
- II. Strong & Effective Learner and adaptable to new things & technologies.
- III. Strong Interpersonal skills for effective Team work.
- IV. Highly Organized 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: 20.02.2025

**(Suhasni Pandit)**