



**SATISH PRADHAN
DNYANASADHANA
COLLEGE, THANE**

Mr. Sharad Vishnu Khardikar

Head Clerk (Administration)

Satish Pradhan Dnyanasadhana College, Thane

Off Eastern Express Highway, Dnyanasadhana Marg, Thane

Office: 022 25821615 / 022 25801999

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Professional Summary

Experienced Administrative Professional with 33 years of dedicated service in higher education administration. Specialized in examination management, admissions coordination, university compliance processes, and regulatory documentation. Proven expertise in institutional governance and office administration.

Key Skills

- Office Administration & Institutional Documentation
- University of Mumbai Coordination
- AICTE Compliance & Regulatory Work
- Admissions & Examination Management
- Record Maintenance & Data Handling
- Team Supervision & Office Operations
- English & Marathi Typing Proficiency

Professional Experience

1. Head Clerk (Administration) – 2025 to Present

- Overseeing daily administrative operations
- Managing complete admission procedures
- Coordinating University of Mumbai processes
- Handling AICTE documentation and compliance
- Supervising office staff and institutional records

2. Examination Department – 26 Years of Service

- Managed examination records and documentation
- Coordinated university examination procedures
- Ensured regulatory and procedural compliance

Educational Qualification

- Bachelor of Arts (B.A.)
- English Typing & Marathi Typing Certification

Committee & Institutional Responsibilities

- Member – College Development Committee
- Member – School Committee
- Additional responsibilities assigned by Management & Principal