


## Administrative Staff

<b>Employee Name</b>	<b>Mr. Master Devang Bharatbhai</b>	
<b>Designation</b>	Office Assistant	
<b>Email</b>	oa_gsp@gtu.edu.in	
<b>Qualification</b>	Bachelor of Commerce	
<b>Joining Date</b>	May - 2019.	

<b>Job Description</b>	<ul style="list-style-type: none"><li>➤ To prepare bonafide and scholarship certificates for students.</li><li>➤ Exam related work assigned by GTU Coordinator.</li><li>➤ To handle files movement record on File Management Tracking System software.</li><li>➤ To maintain store register.</li><li>➤ To handle goods receivable note register in institute.</li></ul>
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<b>Training / Workshop / Seminar Details</b>	-
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**GUJARAT TECHNOLOGICAL UNIVERSITY**

**SCHOOL OF PHARMACY**