



SURPIYA MOGALE

- 📍 Kolhapur, India 416013
- ☎ 08459127168
- ✉ supriya.mogale28@gmail.com

SUMMARY

SKILLS

- Business Administration
- Verbal and Written Communication
- MS Office
- Document Control
- Staff Management
- Resource Allocation

EXPERIENCE

PROGRAMME COORDINATOR (ONLINE MBA), 07/2024 - Current

Shivaji University, Kolhapur, Kolhapur, IN

- Overall coordination for delivering the Online MBA programme, Evaluating and supervising student activities and performance levels to provide reports on academic progress, Tutoring students requiring additional assistance to improve overall comprehension of difficult concepts, Maintaining student engagement through creative subject delivery and learning activities.

ASSISTANT PROFESSOR (DISTANCE MBA), 09/2019 - 08/2022

Shivaji University, Kolhapur, Kolhapur, IN

- Students counselling, Administering tests and assignments to evaluate student performance and monitor progress, E-content Development, Contact Sessions, Research Report Guidance

HR MANAGER, 01/2017 - 08/2019

Northstar Super specialty Hospital, Kolhapur, Kolhapur, IN

- Recruited applicants for vacancies to fill open positions with qualified staff, handling Work shifts, attendance sheets, Facilitating and processing payroll, Maintenance Department, Preparing and led new employee orientation to familiarize with company policies, Supervision and monitoring

EDUCATION AND TRAINING

Shivaji University, Kolhapur, Kolhapur, 05/2013

MBA: Human Resources Management, System Management

Shivaji University, Kolhapur, Kolhapur, 05/2011

Bachelor of Computer Science: Computer Science And Programming

Shivaji University, Kolhapur, Kolhapur

Ph.D. (Pursuing) : Business Management

ACTIVITIES AND HONORS

- 7 Research papers presented and 4 research papers published
- Research work directed to 51 PG students

CERTIFICATIONS

- Business English Certificate Preliminary (Council of Europe Level B1), University of Cambridge
- Marathi Typing (30 WPM)

