


Name	:	Mr. Kiran Kumar Saini	
Designation	:	Admin Manager	
Qualification	:	M.Com.	
Experience	:	18 Years	
Brief Details (about yourself):			
<p>Professional Summary</p> <p>My name is Kiran Kumar Saini, and I hold a Master of Commerce (M.Com.) degree from Rajasthan University. I am married and bring with me over 15 years of experience in Accounts and 3 years in Administration.</p> <p>Currently, I am working as an Administrative Assistant to the HoD, Dr. Mukesh Kalla, where I handle a wide range of responsibilities, including:</p> <ul style="list-style-type: none"> • Drafting and issuing circulars • Organizing and coordinating faculty interviews via Zoom • Managing and maintaining faculty documentation • Uploading academic data on the NAD portal • Supporting all administrative tasks as required by the department 			