



TANMAY Y. BORSE

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SUMMARY

To obtain a challenging and growth-oriented position in a reputed organization where I can utilize my academic background in Marketing and emerging technologies, apply my strong communication, presentation, administrative and technical skills, and contribute to the growth and success of the company while continuously enhancing my professional capabilities.

WORK EXPERIENCE

Administrative Coordinator & Technical Operator (Contract Basis) Jan 2024 – Present
YCM Open University, Nashik

- Coordinating day-to-day administrative operations.
- Managing technical setup for department, events and technical work.
- Liaising between departments and ensuring smooth workflow.

Technical Operator (Daily Wages) — YCM Open University, Nashik Aug 2021 – Jan 2024

- Operated technical equipment for academic programs and events.
- Assisted in data entry, record maintenance, letter typing and mail drafting.
- Supported faculty and staff in presentations and documentation.

Work & Earn Scheme (Technical Operator) — YCM Open University, Nashik Aug 2018 – June 2021

- Assisted School of Education while pursuing BBA under work & earn scheme.
- Handled printing, scanning, and documentation tasks.
- Supported examination-related technical activities.

EDUCATION

Masters in Business Administration (MBA) (Marketing) June 2025

Bachelor in Business Administration (BBA) June 2021

Higher Secondary Certificate (HSC) May 2018

Secondary School Certificate (SSC) June 2016

Maharashtra State Certificate in Information Technology (MS-CIT) 2023

Certificate Course - Generative AI & Prompt Engineering for B. Arts Nov 2025

Certificate Course - Video Editing from KLIC MKCL Sept 2025

ADDITIONAL INFORMATION

- **Technical Skills:** MS Office (Word, Excel, PowerPoint), AI Tools (ChatGPT, Gemini, Gamma.ai), Communication & Presentation Skills, Graphic Designing (Photoshop, Lightroom, Canva), Typing (English & Marathi).
- **Languages:** English, Marathi, Hindi.
- **Certifications:** MS-CIT, PPT Designing Workshop (YCMOU), Video Editing Workshop (YCMOU)
- **AI Tools:** ChatGPT, Gamma.AI, Gemini, etc.

ADDITIONAL INFORMATION

- Fashion Photography
- Video Editor