



# 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

<b>Administrative Coordinator &amp; Technical Operator (Contract Basis)</b> YCM Open University, Nashik	<b>Jan 2024 – Present</b>
<ul style="list-style-type: none"><li>Coordinating day-to-day administrative operations.</li><li>Managing technical setup for department, events and technical work.</li><li>Liaising between departments and ensuring smooth workflow.</li></ul>	
<b>Technical Operator (Daily Wages) — YCM Open University, Nashik</b>	<b>Aug 2021 – Jan 2024</b>
<ul style="list-style-type: none"><li>Operated technical equipment for academic programs and events.</li><li>Assisted in data entry, record maintenance, letter typing and mail drafting.</li><li>Supported faculty and staff in presentations and documentation.</li></ul>	
<b>Work &amp; Earn Scheme (Technical Operator) — YCM Open University, Nashik</b>	<b>Aug 2018 – June 2021</b>
<ul style="list-style-type: none"><li>Assisted School of Education while pursuing BBA under work &amp; earn scheme.</li><li>Handled printing, scanning, and documentation tasks.</li><li>Supported examination-related technical activities.</li></ul>	

## EDUCATION

<b>Masters in Business Administration (MBA) (Marketing)</b>	<b>June 2025</b>
<b>Bachelor in Business Administration (BBA)</b>	<b>June 2021</b>
<b>Higher Secondary Certificate (HSC)</b>	<b>May 2018</b>
<b>Secondary School Certificate (SSC)</b>	<b>June 2016</b>
<b>Maharashtra State Certificate in Information Technology (MS-CIT)</b>	<b>2023</b>
<b>Certificate Course - Generative AI &amp; Prompt Engineering for B. Arts</b>	<b>Nov 2025</b>
<b>Certificate Course - Video Editing from KLic MKCL</b>	<b>Sept 2025</b>

## 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