

# Manish Pradhan



**Assistant Registrar (Exam) and I/C Controller of Examination**  
**Nodal Officer- NAD/ABC Cell**

---

## **PROFESSIONAL OBJECTIVE**

A dedicated Examination Head, committed to maintaining the highest standards in examination administration, ensuring fairness, accuracy, and integrity throughout the examination process. Possesses expertise in regulatory compliance and a strong commitment to continuously improving examination procedures, upholding academic excellence, and providing a transparent and equitable platform for evaluating student performance.

## **Key Strengths**

- **Proven Examination Administrator:** Extensive track record in managing and overseeing the full scope of examination processes in the University since last 08 Years.
- **Examination System Efficiency:** Skilled in planning, scheduling, and implementing streamlined examination systems, ensuring strict compliance with regulatory guidelines while safeguarding the integrity and security of examination procedures.
- **End-to-End Examination Expertise:** Experienced in all aspects of examination management, including question paper preparation, invigilation duty allocation, assessment, result processing, and Degree Certificate issuance.
- **Focused and Team-Oriented:** Highly organized, self-motivated, and capable of managing multiple assignment under pressure; proven ability to meet deadlines and collaborate effectively within team environments.

With a dedication to excellence and a results-driven approach, I am focused on continuously enhancing the examination administration process to support academic success and University integrity.