



Staff Development Program



VIT[®]
Vellore Institute of Technology
(Deemed to be University under section 3 of UGC Act, 1956)

Title : Streamline Your Day Excel for Office Excellence

Date : 2025-12-01 - 2025-12-01

Time : 16:00 - 17:30

Venue : PRP 663 (LAB)

Event Outcome

- Participants will gain essential Excel skills to efficiently manage routine office tasks



Resource Person 1 - Details

Name : Sunitha K

Designation : Professor Grade 1, VIT Business School

University/ Company : VIT, Vellore

Address : India, 632014.

Resource Person's Profile :

1. Profile of Sunitha K

Dr Sunitha is an accomplished finance professional with over 20 years of experience in academics. She holds extensive experience in handling business major students and has handled a wide array of finance and investments courses namely Corporate Finance, Financial Statement Analysis and Reporting, Fixed Income Securities, Derivatives, and more. In addition to teaching, she handles need-based consultancy assignments for industry practitioners. As a PMI certified professional, she conducts Proje

This hands-on Excel training workshop is designed specifically for office assistants at VIT to enhance their efficiency in day-to-day tasks. Over the course of 1.5 hours, participants will gain practical skills in Excel fundamentals including data entry, formatting, basic formulas, sorting and filtering, table creation, charting, and worksheet management. Emphasis will be placed on features and techniques that improve productivity and data accuracy in administrative roles. The training will empower attendees to confidently handle diverse data management and reporting activities, streamlining their workflow and contributing to organizational effectiveness.

Microsoft Excel

Coordinator's: Prof. VIVEKRAJ S N 21146 - Assistant Professor Sr. Grade 1 - VITBS
Prof. DILIP D 19621 - Assistant Professor Sr. Grade 1 - VITBS