



Staff Development Program



Title : Streamline Your Day Excel for Office Excellence

Date : 2025-12-05 - 2025-12-05

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 : Vivekraj S N

Designation : Assistant Professor Sr. Grade 1, VIT Business School

University/ Company : VIT, Vellore

Address : India, 632014.

Resource Person's Profile :

1. Profile of Vivekraj S N

Dr Vivek Raj S N is an expert in the field of analytics, is in the Top 5 percentile of 1.6 M People who took Machine Learning Skill assessment in LinkedIn and has worked in both business and academic settings. He has completed numerous professional certificates throughout his stellar career because he believes in lifelong learning. He is a National Level Topper in six courses offered by several IITs on the NPTEL platform and has won numerous prizes and accolades from various organizations.

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