

## Resume

# MS.SHRADDHA M. AWASARE

Flat No. 3, Vijayarashmi Residency, Bld – C, Ganpatimatha, Warje Malwadi, Pune- 58

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### Career Objective: Seeking an assignment in teaching profession with a reputed college.

I am a M. Com post graduate with 8 years of teaching experience and 6 years of accounting & finalization experience. I have also cleared my NET examination in Dec 2010. During my teaching career I have taught Marketing, Office Management, Business Management, Human Resource Management, Business Communication, Accounting, Audit & taxation. I am seeking a challenging opportunity to utilize my knowledge & skills in the area of teaching & research which offers a professional growth while being resourceful, innovative and flexible.

**Key Skills** – Teaching Skills, Planning & Organizing, Communication skill, Presentation Skill.

- Effective pre-planned teaching strategies for accomplishment of performance milestones.
- Proficient in understanding student need / enhancements.

### Academic Achievements

**NET** – NET Qualified - Dec 2010 - Lectureship in Commerce

**M. Com** – Scored **55 %** (Higher Second Class) in March 2010

**Specialization - Advanced Accounting & Taxation**

College – B Y K College of Commerce, Nashik (University of Pune)

**DTL (Diploma In Taxation Law)** – Scored 55% - March 2009

College – NBT Law College, Nashik (University of Pune)

**B. Com** - Scored **68%** (First Class) Pass out in Apr 2008

**Specialization - Industrial Organization & Administration Development (IOAD)**

College - B Y K College of Commerce, Nashik (University of Pune)

**HSC** – Scored **68 %** (First Class) Pass out in 2006

College - B Y K College of Commerce, Nashik

### Extra Curricular Activities:

During the academic period I have actively participated in various extracurricular activities like, Essay writing, Debates, Speech, Rangoli, Drawing etc competitions.

- Earn & Learn scheme students incharge
- Active participation in Soft skill Development Program
- National Service Scheme (NSS) – Student In charge

### Awards:

- **Essay Competition** – Second Prize – 2008/09
- **Events – Ashwamedh 2007** – Certificate of Participation
- **Advertise Making Competition** – Third Price – 2010

**Computer Knowledge:** MS CIT, Tally

## Seminar & Workshops Attended

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1. Water Management (Urdhwa Godawari Jalsahbhagita) – National Level Seminar 2005
2. Financials & Tax Planning – State Level Seminar 2009
3. Global Trends in Service Sector Marketing – State Level Seminar 2012
4. K B P Earn & Learn Scheme - University Workshop – 2010
5. Nirbhay Kanya Abhiyaan – University Workshop – 2006

## Professional Experience

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### Currently working with

**College Name : PVG's S. S. Dhamankar College of Arts, Commerce & Science, Nashik**

Designation : Assistant Professor

Duration : From 3rd Aug 2010 to till the date

**Job Profile:**Currently teaching following subjects

- Marketing, Office Management – FY B. Com,
- Business Management – SY B. Com
- Accounts – FY BCA
- Audit & Taxation
- Human Resource Management
- Tally ERP Training – 12th Students

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### Last worked at:

**Company : M/s SantoshShimpi Tax Consultant, Nashik**

Designation : Accountant

Duration : From April 2006 till the date (Part time)

**Job Responsibilities:**Accounting,Data Entry, Finalization, Taxation

## Personal Details

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Name : Ms. Shradha Rahane

Fathers Name : Mr. Dilip O. Rahane

Family Members : Father, Mother and a younger brother

Date of Birth : 1<sup>st</sup> Nov 1987

Hobbies : Reading & Drawing Rangoli

Language Known : English, Hindi, and Marathi

## Behavioral Characteristics:

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- Commitment to quality and result
- Sincere in attitude
- Leadership qualities
- Good presentation skills
- Excellent problem solving skills with innovative ideas
- Hard working attitude
- Good communication skills