

▪ Teaching ▪ Administration ▪ Counselling ▪ Team Management ▪**Career Summary**

- ☞ Result oriented professional with over **12 years** of experience in teaching and administration
- ☞ Skilled in various styles of teaching methods and techniques
- ☞ Adroit in ensuring delivery of high quality services to support organization objectives
- ☞ Highly effective with team members and upper management

Core Competencies

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|------------------------|----------------------|--------------------------|
| Remedial Teaching | Online Learning | Parent Teacher Relations |
| General Administration | Classroom Management | Conducting Trainings |
| Counselling | Student Management | People Management |

Employment Details**Aug'10 to Present with Modern College of Arts, Science and Commerce, Ganeshkhind, Pune as an Assistant Professor****Job Roles & Responsibilities:**

- ☞ Conducted lectures and practicals for undergraduate and postgraduate students on below subjects:-
Organic, Inorganic, Environmental, General Chemistry and Lab Safety
- ☞ Took initiatives in conducting various inhouse seminars and events for overall development of students
- ☞ Represented as a member of parent interaction committee during audit of National Assessment and Accreditation Council
- ☞ General administration of Laboratory and Departmental requirements
- ☞ Worked as CHEMIAD coordinator on behalf of college
- ☞ Contributed to process improvement by proposing and implementing new ideas

Jun'09 to Apr'10 with K.V.Pendharkar College, Dombivli as an Assistant Professor**Job Roles & Responsibilities:**

- ☞ Conducted lectures and practicals for undergraduates and students on subjects :- Drug chemistry and Physical chemistry.
- ☞ Engaged in university examination committee as an Examiner

Aug'03 to Apr'06 and Nov'07 to Apr'08 with Abasaheb Garware College, Pune as an Assistant Professor**Job Roles & Responsibilities:**

- ☞ Conducted lectures and practicals for undergraduates and post graduate students on below subjects:-
Organic, Inorganic and Industrial chemistry
- ☞ Supported the team with supervision and expertships during university exams

Mar'04 – Dec'07 Technit IT enabled services as an e-tutor**Job Roles & Responsibilities:**

- ☞ Engaged in teaching oversea students
- ☞ Client Coordination & supervision of e-Tutoring activities
- ☞ Assisting and providing training e-learning domain
- ☞ Overall administration and management activities
- ☞ Preparation of weekly status reports required by senior management

Commenced career from Aug'03 – Oct'03 with Fergusson College, Pune as Assistant Professor

Professional Enhancements

- ⇒ Awarded Appreciations by Pune University for conducting CHEMIAD competition
- ⇒ Invited as a resource person for session on ' Lab Safety'
- ⇒ Attended international workshop on 'Chemical education' at IISER and Abasaheb Garware College

Education

- 2002 Masters of Chemistry (Organic Chemistry) from Pune University with First Class
- 2000 Bachelor of Chemistry (B.Sc) from Pune University with Distinction

Projects Undertaken

- ⇒ Study of Isolation and characterization of compounds obtained from Ficus species

Notable Accomplishments

- ⇒ Received Ph.D in Astrology

Other Interests

- ⇒ Certificate course in Graphology
- ⇒ Crystal Therapy
- ⇒ Reiki

Personal Details

Date of Birth: 23rd May 1980

Marital Status : Married

Address: 1, Sudarshan Apt, Pashan-Sus Road, Pashan, Pune - 411021

References: Available on request