

RESUME

Miss. Minaz Kadeer Khatib

M.Com (Adv. Accountancy and Taxation), M.B.A.(Finance & H.R.), S.E.T., B.Ed., G.D.C.& A.

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OBJECTIVE:

I am seeking employment with an educational institute where I can grow professionally and personally. I can use my experience and education to help the educational institute and environment that meet and surpass its goals.

PERSONAL DETAILS:

Name : Mrs. Minaz Kadeer Khatib
Date of Birth : 25th April 1989.
Father's name : Mr. Rashid Abdulrahim Shaikh
Gender : Female
Marital Status : Married
Languages Known : Marathi, Hindi, Urdu, Arabi And English.
Nationality : Indian
Permanent Address : Bungalow no-369, Ranjeet nagar , Wakhan road,
Tal-Karad , Dist- Satara, Maharashtra 415110

EDUCATIONAL QUALIFICATION:

Sr No.	Certificate Degree	University/Board	Year	Marks
1	M.Com. (Adv. Accountancy and Taxation)	Pune University, Pune	2010	60.62%
2	M.B.A. (Finance and H.R.)	Shivaji University, Kolhapur	2021	78 %
3.	S.E.T	Pune University, Pune	2023	-
4	B.Ed. (Math's and English)	Shivaji University, Kolhapur	2019	64.96%
5	TEACHERS' APTITUDE AND INTELLIGENCE TEST (TAIT) - 2022	MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE	2022	95 SCORE
6	G. D .C .and A.	Pune University, Pune	2008	58.00%
7	B.Com	Pune University, Pune	2008	75.58%
8	H. S. C	Divisional Board, Pune	2005	72%
9	S.S.C	Divisional Board, Pune	2003	74.40 %

WORK EXPERIENCE:

Sr. No	Organization name	Designation	Service Type	Year	Years of Exp.
1	Ness Wadia college of commerce, Pune	Assistant Professor (Senior College)	Teaching	June 2023 March 2024	-
2	Sadguru Gadage Maharaj College, Karad	Assistant Professor (Senior College)	Teaching	2017 till 2023	5
3	A.C.S.College,Palus	Assistant Professor (Senior College)	Teaching	2012-2013	1
4	T.C.College, Baramati	Assistant Professor (Senior College)	Teaching	2011-12	1

SOFTWARE AND HARDWARE SKILLS:

<u>Types Of Courses</u>	<u>Knowledge</u>
Computer Software	<ul style="list-style-type: none">• MS-CIT, MS-OFFICE: Word, Excel, Power Point etc.• Advanced Exel.• Tally ERP 9

WORK PROFILE :

- Participating in 'NAAC' committee, Departmental, and faculty meetings.
- Special contribution in 'Vidyarthini Manch' and 'Youth Red Cross society'.
- Reviewing methods and teaching materials and making recommendations for improvement.
- Assisting with student recruitment, interviews, and academic counseling sessions.
- Contributing to the creation of an environment that promotes growth, equality, and freedom of speech.
- Ensure teaching within the quality assurance framework of the college.
- Perform student admissions and assessments.
- Set, mark and assess examinations and works in autonomous software.
- Develop, implement and coordinate college research strategy.
- Supervise student projects and ensure field trips if necessary.

SEMINAR, WORKSHOP AND F.D.P. ATTENDED :

- Workshop of “CONSUMER PROTECTION” for the duration of 7/2/2008 to 8/2/2008 in T.C. COLLEGE BARAMATI.
- Successfully completed Two day Faculty Development Programme On “Enhancement of effective Communication skills”. Held from, 24th to 25th dec. 2022 at shivam pratishthan, Karad.
- Completed one day State level ‘MEDIA REPORTER WORKSHOP’ held on 29th August 2022 at S.G.M COLLEGE, KARAD.
- Participated in Two Day National Workshop on ‘ICT ENABLED INNOVATIVE PEDAGOGY’ held on 17th and 18th Feb. 2020.
- Participated in Two Day National Seminar on ‘RESERCH OUTLOOK: INNOVATIVE PRACTICES’ held on 28th and 29th Feb. 2020.
- Participated in One Day International Conference on ‘Role Of Commerce and Management Education in Employability Enhancement’ held on 14th sept, 2019.
- Participated in the Two –Day National Seminar on ‘Mastering the art of writing Research Paper and Publication’.

DECLARATION :

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Thank You,

Signature,

(Minaz Kadeer Khatib)