

**Pratibha Jithesh**  
A-8 Monica, Vidyalaya Marg,  
Mulund East,  
Mumbai -400081.  
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**M.Com, B.Ed. with Experience in Teaching for Degree courses and professional courses at college level and at CBSE School.**

**PROFESSIONAL PROFILE**

- Experience in teaching for professional courses for degree level students under University of Mumbai.
- Experience in teaching degree level students at technical college
- Experience in conducting corporate staff training and refreshers course for HOD's, Professors, Lecturer level and Nonteaching staff
- Experience in conducting classes for community polytechnic and conducting Exams
- Preparing students for the MS-CIT program
- Experience in teaching school students at all sections: Pre-primary, Primary, and Secondary sections. Conducting teachers training for using It in making effective teaching aids for school.
- Experience in conducting interviews and recruiting candidates for the computer department.

**CORE COMPETENCIES AND SKILLS**

- Ability to constantly upgrade to latest knowledge and teaching skills
- Giving Extra information and other interesting facts about the subject matter.
- Refer Books and magazines containing information about the subject matter.
- Simplify and share concepts and knowledge
- Conduct class quiz on the subject matter
- Competent in school administration such as Time- Table scheduling, Exam Timetable, Certificate designing, browser designing, making presentations etc.
- Play way style of teaching making learning more interesting
- Communicate in a simple and effective manner
- Good class control
- Stay calm under pressure
- Pay individual attention to each student.

**CAREER SUMMARY**

**June 2008 –Till date**

Assistant Professor  
(Management and Commerce Department)  
V.P. M's R.Z college of Arts Commerce  
and Science. (Mulund)

Teaching for various professional courses under University of Mumbai.

**July 2007-June 2008**

Trainer/Content Developer (Freelancer)

Training frontline staff, students & Developing Content on time management, effective communication, Concepts of management.

**June 2003 –October 2007**

Teacher  
Sheth Motibhai Pachan Rashtriya Shala  
(Mulund)

Teaching for the secondary section CBSE syllabus.

**Jan 2000 – May 2003**

**(Part-time along with PG)**

Faculty.  
SNDT Women's University, Juhu Campus

Teaching for various Technical Diploma courses.

❖ **June 2008-Till Date.**

Assistant Professor (Management and Commerce Department)  
V.P. M's R.Z college of Arts, Commerce and Science  
Mulund east, Mumbai.

### **Key Responsibilities and Skills**

- Teaching Management and commerce subjects such as Principles of Management, Productivity and Total Management, Management of small-scale industries, Universal Banking and Industrial and Business and Banking laws, Customer Relationship Management, Human resource management, Research Methodology, Ethics and Governance, Organisational Behaviour and Organisational Development.
- Staff Council Secretary from the Year 2019-20, Convenor of Oration Committee (Last 8 Yrs.), Member of Placement Committee and Add on Courses Committee, Teacher-in-charge Rotaract Club 2020
- Ex-Convenor of the Examination Committee, Parent Teacher Association, Ex Member of Cultural Committee and Attendance committee.

### **Extra-Curricular Activities.**

- In Charge of activities and webinars conducted for Staff, All the Oration for events conducted in College, Annual day, Convocation Fever -Pitch Etc. Co-ordinating with Add on course provider and instrumental in starting the course in VPM.
- In-charge of various Literary events in the Intra and Inter collegiate festival–Fever Pitch and youth festival.

### **Workshop.**

- Attended workshops conducted by the University of Mumbai for the revised syllabus of subjects. And Webinars conducted by different Institutions for relevant subjects.

### **❖ July 2007-June 2008**

Trainer/Content Developer (Freelancer)

### **Key Responsibilities and Skills**

- Teaching subjects such as Principles of Management, Time management, Effective communication to staff of SMEs
- Developing and editing Content on time management Concepts of management. School lessons etc. on free lance basis

### **❖ June 2003 –October 2007**

Teacher (Secondary)

SMPR (Sheth Motibhai Pachan Rashtriya Shala).

Mulund West, Mumbai.

### **Key Responsibilities &Skills**

- Teaching CBSE IT syllabus for Secondary section.
- Conducting CBSE Board Practical exams of IT for SSC.
- Conducting Class on Educational Software for Primary and Pre-Primary Students
- Question Paper setting for V to x.
- Assessment of Answer sheets and computerized Mark list preparation
- Preparation of school timetable and exam timetable
- Preparing PowerPoint presentations and brochures for the school.
- Preparing certificates, invitations and news- letters for the school
- Participated in PTA meetings and interschool meetings.
- Conducting interviews and recruiting candidates for the computer department.

### **Extra Curricular activities.**

- Participated in science exhibition and won prizes in zonal level.
- Participated in IT based teaching aid conducted by Microsoft Ltd.
- Prepared and conducted Maha IT Online competitions for students.
- Choreographed a Dance in the school annual day celebrations.
- Participated in teachers dance in annual day.
- Participated in dance for the honors day celebration.
- Active participation in Value talks in assembly and preparation of displays on festivals and days.

**Workshops.**

- Attended training Program conducted by the CBSE Board for teachers for two years.
- Attended the Science of Living Workshop for Teachers.
- Attended the Workshop on LingaFone For English.

**❖ Jan 1999-May 2003.**

Faculty

SNDT Women's University, Juhu Campus

**Key Responsibilities & Skills.**

- Conducting classes for various Technical Diploma Courses.
- Conducting refresher courses and staff training for teaching and Non-Teaching Staff.
- Conducting exams and classes for Community Polytechnic cell.
- Conducting the technical It interviews for candidates.
- Conducting the university Exams and computerized mark list preparation.
- Question paper setting and assessing of answer sheets and online marking.
- Conducted lectures for custom made software for specific courses.
- Preparing staff for MS-Cit course.
- Timetable preparation.

**Educational Qualification**

Discipline: Commerce (Mumbai University)

M.Com (Management) from University of Mumbai with II class.

B. Com (Accounts) from University of Mumbai With II Class.

HSC (Commerce)from Maharashtra Board with I Class

SSC (State Syllabus) from Maharashtra board with I Class.

Pursuing MA in Psychology

(Specialisation – Industrial Psychology) from IGNOU

Pursuing NET and SET.

B. ED (English) From ICFAI University

Applications: MS-Office95,98,2000, Xp&2003

Packages (Word, Excel, PowerPoint, Access, frontpage, Outlook)

Operating System: Ms-Dos, Windows95, 98, 2000&Xp,

Windows Vista. Novell LAN, Unix.

Languages: C, C++

DBMS: FoxPro (2.6)

RDBMS: Oracle (7)

Front end: Developer 2000

**Professional Qualification****Computer Proficiency****Personal Details****Date of Birth**

1<sup>st</sup> June 1978.

**Marital Status**

Married

**Languages Known**

English, Hindi, Marathi, Malayalam

**Passport No.**

E3685808

**Extra Curricular Activities.**

- Pursued Classical dance (Bharatanatyam) with Indian Academy of Dance. (Mulund)
- Taken Active Participation in Chinmaya Mission Activities.
- Currently pursuing Veena privately from a teacher from Mulund Fine Arts.

**Hobbies**

Reading, Internet surfing, Music, Dance, Traveling, Playing Veena &Cooking

**Pratibha Jithesh**