

# CURRICULUM VITAE

## JIGNA PABARI MEHTA

E-mail :- jignap@dalmialionscollege.ac.in

### Career Objective:

- To work with a growth oriented organization for a challenging career which provides an opportunity to learn and offer challenging assignments that can utilize my skills.
- To assume responsibility and implement ideas and use my communication skills to lead motivate and influence people thereby actively contributing to the development and growth of the organization.
- To achieve personal goals in this competitive environment taking forward to the institutional goal, hence growth of the institute.

### Educational Qualifications:

DEGREE	YEAR OF PASSING	BOARD & UNIVERSITY	CLASS
<b>B.ED</b> (Bachelor of Education)	April : 2014	Mumbai University	“B” Grade
<b>L.L.B</b> (Bachelor of Law)	April : 2011	Mumbai University	Second Class
<b>M.COM</b> (Master of Commerce)	April : 2013	Mumbai University	First Class
<b>B.COM</b> (Bachelor of Commerce)	March : 2007	Mumbai University	First Class
<b>H.S.C.</b>	FEB : 2004	Maharashtra Board	First Class
<b>S.S.C.</b>	March : 2002	Maharashtra Board	First Class

### Skill Set:

- Good Typing Speed (30 WPM)
- MS- Office
- Operating System & Application Management
- Internet Application

### Strength:

Team Spirit, Workaholic, Hard Working and Sincere, Can work under toughest conditions, Leadership Qualities, Good Motivator, Life Time Learner.

### Area of Interest:

✓ Commerce (B.ED Method)

✓ English (B.ED Method)

✓ Accountancy

### Organisational Experience:

---

Organisation : **Prahladrai Dalmia Lions College of Commerce & Economics**

Designation : **Asst. Teacher**

Duration : **16<sup>th</sup> June 2014 to till date**

Std : **XI & XII Commerce (College Section)**

---

- **Lectures taken for standard XI & XII following subjects**
    - **Book Keeping**
    - **Organisation of Commerce & Management**
  - **Correction of All Examination Answer Papers for the Academic Year**
  - **Coordinator for specific events in college annual function**
  - **Done Supervision for All Examination conduct by Junior College**
  - **Done Supervision for ICAI Examination of IPCC & Finals**
  - **Prepare all the Academic documents by typing on computer as per the college instructions**
  - **Handle Inchargeship for specific events in intercollegiate event conduct by college i.e. "Wings of Fire"**
  - **Attend parents' teacher meeting twice annually & coordinate superior teachers.**
  - **Handle duties which are allotted by the superior at a time of annual function of college.**
- 

Organisation : **Nirmala College (Kandivali East)**

Designation : **B.Ed Practice Teacher**

Duration : **Practice Teaching of B.Ed**

Std : XI & XII Commerce (College Section)

---

- **Handle Leadership for the group**
- **Prepare timetable for all lectures**
- **Lectures taken for standard XI & XII following subjects**
  - **Organisation of Commerce**
  - **Secretarial Practice**
  - **Book Keeping**
  - **Economics**

---

Organisation : **R.C. Patel School (Borivali west)**

Designation : **B.Ed Practice Teacher**

Duration : **Internship**

Std : **V to X (Secondary Section)**

---

- **Conducted group teaching via co-curriculum activity**
- **Conducted Unit Test**
- **Done preparation for Republic Day**
- **Conducted Action Research Study on the Level of Motivation of Students towards School**
- **Taken English lecture of standard IX**

**Declaration:**

I confirm that the information provided by me is true and correct to the best of my knowledge and belief. I assure you that if you give me an opportunity to serve in your esteemed institute then I will do my work honestly, sincerely and enthusiastically towards the achievement of your institutional goals and objectives.

(Jigna Pabari Mehta)