

CURRICULUM VITAE

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| Mrs.Hina Navin Yajnik | Date of Birth: 3 rd February 1950 Address: - Saraswathi sadan, 301 Saraswat Baug Jogeshwari(E), Mumbai-400060. Email: heena.y1976@gmail.com Mobile:9820025055 Marital Status: Married |
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CAREER OBJECTIVE:

I desire to work in a competitive environment and execute challenging assignments to the benefit of my employer. This, in turn will enable me to leverage my skills and abilities to the fullest and enhance them.

PROFESSIONAL QUALIFICATION:

| Degree/certificate | Institute | Class obtained | Year of exam |
|------------------------------|-----------------|----------------|--------------|
| Inter CA | Institute of CA | Second Class | 1974 |
| Bachelor of Education(B.Ed.) | SNDT University | Second Class | 1990 |

EDUCATIONAL QUALIFICATION:

| Degree/certificate | Institute | Class obtained | Year of exam |
|-----------------------------|----------------------|----------------|--------------|
| SSC | Maharashtra Board | First Class | 1966 |
| Bachelor of Commerce(B.Com) | University of Mumbai | Second Class | 1970 |
| Master in Commerce(M.Com) | Shivaji University | Second Class | 1987 |

WORK EXPERIENCE:

- 9 Years of Teaching experience in Self Financing Courses As a Co-ordinator (BMS and BAF) at Shri Chinai College of Commerce & Economics from June 2008 to May 2017.
- 25 Years of Teaching experience in Junior college at Shri Chinai College of Commerce & Economics and Retired as Vice Principal from June 1983 to February 2008.

- Worked as Lecturer for the following subjects in Self-financing courses at Shri Chinai College of Commerce & Economics.

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| F.Y.B.A.F SEMESTER 1 | 1.FINAINCIAL ACCOUNTING-1 |
| | 2.COMMERCE-1 |
| | 3.BUSINESS COMMUNICATION-1 |
| | 4.FOUNDATION COURSE-1 |
| F.Y.B.A.F SEMESTER 2 | 1.FINAINCIAL ACCOUNTING-2 |
| | 2.FOUNDATION COURSE-2 |
| F.Y.B.M.S SEMESTER 1 | 1.FINAINCIAL ACCOUNTING-1 |
| | 2.FOUNDATION OF HUMAN SKILLS |
| F.Y.B.M.S SEMESTER 2 | 1.BUSINESS ENVIRONMENT |
| T.Y.B.M.S SEMESTER 6 | 1.INDIAN ETHOS IN MANAGEMENT |

SEMINAR & WORKSHOP:

Attended workshops and seminars for Revised syllabus at Mithibai ,Lala, Nirmala, Hinduja, Thakur colleges.

CURICULAR ACTIVITY:

- Organised successfully Educational & Industrial Visit at various places in India for 6-9 Days.

RECOMMONDATION LETTER:

- Issued recommendation letter to students going abroad.

CO-CURRICULAR ACTIVITY:

- Member of Admission Committee, Placement Cell, Examination Committee, Annual Day Committee, Aluminai Committee, Discipline Committee and tour and Excursion.

EXTRA CURRICULAR ACTIVITY:

- Member of Kala Vilas(Performing Arts and Fine arts).
- Active participation in various Events & Sports activities in college.
- Active participation in Organization of seminars & guests lecture.
- Active participation in Organizing Alumini meets in Shri Chinai College of Commerce & Economics.

INTERNAL EVALUTION:

- Paper setter and Examiner at college.

EXTERNAL EVALUTION:

- Examiner of TYBMS Exam at University of Mumbai.
- Worked as CAP-Coordinator in Shri Chinai College of Commerce & Economics.
- Worked as Examination In-charge in Shri Chinai College of Commerce & Economics.
- Appointed as Senior Supervisor of TYBMS Exam.
- Appointed as External Moderator in Sathe College.
- Appointed as a External VIVA Examiner of TYBMS.

OTHER DETAILS:

- Languages Known: English, Gujarati, Hindi and Marathi.

FUTURE GOALS:

- Retirement is not an end to my career but a freedom to explore new avenues.
- To hold a challenging position in the administration of an Educational Institute.
- To Teach in Management as well as Vocational Courses.

Place: Mumbai

Date: 22.06.2018

H.N. Yajnik
(Mrs. Hina Yajnik)