

CURRICULUM VITAE

Sapna Bimlendra Jha,
Krishna nagar,
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Email id : sapnajhaa6@gmail.com

Personal Data: Age: 27 years
 Nationality: Indian
 Date of Birth : 08/06/1991
 Religion : Hindu
 Health: Excellent
 Mother Tongue : Maithili
 Languages Known: English, Hindi, Marathi

Hobbies : Reading books of general knowledge, biographies of national leaders
Celebrities, cooking and painting in leisure time.

Career Objectives : I desire to be the part of the institute by utilizing my skills
and professional education and ready to face challenges and to shoulder all
responsibilities and take initiatives and to advance in my professional career
through continuous learning process.

Academic Records :

Education	School/College	University/Board	Year of Passing	Percentage
SSC	Sheth M.A. High School	Maharashtra Board	2005-06	65%
HSC	Ismail Yusuf College	Maharashtra board	2007-08	72%
B.Com	M.V.L.U College	Mumbai University	2010-11	65%
M.Com (Acts)	University of Mumbai	Mumbai University	2012-13	59%
B.ed Commerce & Economics	Clara's College of Education	Mumbai University	2013-14	B-Grade

Computer Knowledge :

- Passed MS-CIT in the month of July, 2008, securing 72% marks.
- Passed Tally 9 course in the month of June, 2009, securing A grade
- Passed typing exam of 30 and 40 speed in English typing with A grade.

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Experience/ Duties: Worked in Junior college on chb basis from August 2014 to March 2016
Subjects taught in jr. college were Organization of commerce, Secretarial Practice , book keeping and Accountancy. (Ismail yusuf College)

Present : Currently working in I.Y. college degree college (S.Y.B.Com & T.Y.B.Com)
Subjects taught in degree college – Business law , M.H.R.M & Commerce

Specialised Courses : BAF & BMS Courses

In the year 2015-16, subjects taught business mathematics in F.Y.B.A.F and Principles of Marketing in F.Y.B.M.S

In the year 2016-17, subjects taught b.Law in F.Y.B.A.F and F.Y.B.M.S.

Extra –Curricular Activities :

- Have executed seminars at college level.
- Actively participated in elocution and sports competition.
- Arranged career and guidance lectures for BAF & BMS students.
- Part Time Private and Home tutors for ICSE , CBSE boards,
- Taking lectures in classes for BAF, BMS Degree & junior .

Personality Traits /Personal Strenghts:

- Self motivated & positive attitude.
- High degree of commitment & sincerity towards work.
- Willingness to face challenges.
- Good communication skills.

Declaration :

I hereby declare that the above information is true and correct.

If given an opportunity I would strive the entire satisfaction of the institution.

Sapna .B. Jha
