

SEEMA SHUKLA

903/A, Dev Paradise, Kanakia Road, Near Star Market, Mira Road (East), Thane 401107,

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Career Objective

- To contribute to an organization's effectiveness by conceptualizing, developing & implementing systems to actualize the potential & constantly enhancing professional knowledge & expertise by staying abreast of the latest developments in the educational field.

Educational Qualification

- M.Com from Mumbai University in 2003 secured second class.
- T.Y. BCOM from S.I.E.S College of Commerce & Economics in 2000 secured second class (Mumbai University).
- HSC from S.I.E.S College of Commerce & Economics in 1997 secured second class (Mumbai University).
- SSC from S.I.E.S High School in 1995 secured first class (Maharashtra Board).

Work Experience

More than 13 years of experience as a Lecturer.

- **Lecturer for Commerce & Economics at Prahladrai Dalmia Lions College, Malad (West), Mumbai from July, 2010 to Till Date**
- Taught Advertising, Service Sector (Commerce), Environmental Studies & Foundation Course subjects to undergraduate Students of BCOM & BMS.

Additional roles & responsibilities

- Convener of Leo Club and Members of various committee like Cultural Association, Internal Complaint Committee, Azaadi, etc.
- Coordinated and organized workshops and events in the college.

Strengths

- Strong verbal, listening and written communication skills
- Ability to multi-tasking
- Quick and effective adaptive nature to any change
- Highly result-oriented and target driven

Other Qualifications

- Computer Skills: MS Office (Word, Excel, PowerPoint), Coral Draw, Photo Shop, Internet.
- Professional Course: Fashion Designing.

Languages Known: English, Hindi & Marathi.

Extra-Curricular Activities

- Active participation in cultural events at school and college level.
- An active member in many committees in the college.
- Active participation in society welfare programs.

Personal Information

Nationality: Indian

Date of Birth: 01st February, 1979

Marital Status: Married

Husband's Name: Mr. Ashish Shukla

Hobbies: Music, Dancing, Designing, Painting, Cooking

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Place: Mumbai

Signature