 

ARCHA

ARCHA.352216@2freemail.com

**Objective:**

Looking forward to apply acquired teaching skills and facilitates the students interests in the areas of Accounts, Entrepreneurship, Commerce and Business Studies.

**Professional Experiences:**

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| *Teacher in Accounts**(for Secondary Level)* | Vaadhoo School(GCE syllabus)Raa. Vaadhoo, Republic of Maldives | 07/02/2015 – 17/11/2016 |
| *Lecturer in**Economics and Accounts**(for BTech)* | Mohandas College of Engineering and Technology, Thiruvananthapuram, Kerala, India | 14/12/2010 – 30/01/2015 |
| *Lecturer in Commerce**(for B.Com)* | Sree Narayana College of TechnologyKollam, Kerala , India | 01/06/2005 -30/11/2009 |

**At Vaadhoo School, Republic of Maldives**

* Following Cambridge GCE ordinary level syllabus.
* Models correct use of language, oral and written
* Demonstrates accurate and up-to-date knowledge of content
* Implements designated curriculum
* Maintains lesson plans as required by school policy
* Assigns reasonable tasks and homework to students
* Participates in professional development opportunities and applies the concepts to classroom and school activities.

**At Mohandas College of Engineering,Kerala,India**

* Has taught Economics, Entrepreneurship for engineers and Accounts to B.Tech Students.
* Delivering lectures, seminars and tutorials
* Developing and implementing new methods of teaching to reflect changes in research
* Designing , preparing and developing teaching materials
* Setting and Marking examinations
* Supporting students through a pastoral or advisory role
* Establishing collaborative links outside the university with industrial, commercial and public organisations
* Completing continuous professional development(CPD) and participating in staff training activities

**Sree Narayana College of Technology, Kerala India**

* Taught Entrepreneurship Development, Accounting, Business Management, Auditing and Costing Techniques for B.Com Course
* Develop an instructional plan (known as a course outline or syllabus) for the course(s) taught and ensured that it meets college and department standards
* Plan lessons and assignments
* Worked with colleagues to develop or modify the curriculum for a degree or certificate program involving a series of courses
* Assess students’ progress by grading papers, tests, and other work
* Advise students about which classes to take and how to achieve their goals
* Stay informed about changes and innovations in specialised field
* Conduct research and experiments to advance knowledge in specialised field
* **EDUCATIONAL QUALIFICATIONS**

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| *MBA* | *2012* | *Bharathiar University* | *Tamilnadu* |
| Master of Business Administration | Specialized in Human Resources Management |
| *UGC- NET ‘2012* | *National Eligibility Test in Commerce for Lectureship Qualified in the year 2012* |
| *M.Com* | *2004* | *University Of Kerala* | *Kerala* |
| *Master of Commerce* | *Specialized in Accountancy and Cost Accounting* |
| *B.Com* | *2002* | *University of Kerala* | *Kerala* |
| *Bachelor of Commerce* | *Specialized in Accountancy, Entrepreneurship Development, Statistics, Taxation and Marketing* |
| *Twelfth* | *1999* | *ISC* | *New Delhi* |
|  | *Specialized in Commerce and Accountancy* |
| *Tenth* | *1997* | *ICSE* | *New Delhi* |

* **TECHNICAL QUALIFICATION**

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| DCA | 2001 | S N College for Women | Kollam |
| Tally & Peachtree | 2012 | Sun IT Computer Education | Trivandrum |

* **COMPUTER SKILLS**
* Microsoft office 1998/2000/XP ( Word, Excel, PowerPoint)
* Email Communications
* Demonstrate problem solving and strategic thinking skills
* Strong Interpersonal and communication skills
* Ability to work with minimum guidance.

**Personal Details**

Nationality : Indian

Marital status : Married

Date of Birth : 11th July 1980

I hereby declare that the information given above is correct to the best of my knowledge, and it would be a great opportunity to work in your reputed, respected and well established organization.