Fathima.354712@2freemail.com



**To:**

**HR DEPARTMENT**

Dear Sir / Madam,

With regards to the above stated subject, I take this opportunity to submit my candidature with relevant details mentioned in my CV, along with this application for your kind review and consideration.

However, my career outlined on the attached CV, is marked by abilities and skills developed by a strong work ethic. I am Self Motivated, Enthusiastic, Hardworking and Dedicated. I would like to work for an organization that would develop my knowledge to the highest professional standards, whereby I can be of use to the society at large.

I look forward to receiving your favourable response expressing interest soon.

Sincerely and Obediently,

Fathima

sha

FATHIMA

FATHIMA.354712@2freemail.com

**Career Objective:**

I am Assistant Professor with overall 10 years of experience and proven ability in order to get a challenging position of lecturer in which I can utilize my experience and make the bright career of students, also to add value to your esteemed organization which will also lead to additional career growth opportunities for me within the organization in a mutually beneficial manner.

**Career Summary:**

* An innovative and knowledgeable professional having more than 8 years’ experience as lecturer.
* Proficient in developing new lessons and activities to expand learning opportunities.
* Extensive participation on committees and extra-curricular activities.
* Excellent knowledge of subject and also have great practical knowledge.
* Proficient in giving conceptual knowledge.

**Personal Traits:**

* Excellent interpersonal skills.
* Strong analytical, logical and mathematical skills.
* Excellent communication skills in written and verbal both.
* Ability in clarifying the doubts.

**Key Responsibilities Handled:**

 Employ differentiated teaching methods, incorporating, audio and visual activities to address all learning styles.

* Provide individualized instruction to keep all students at expected skill level.
* Identify and organize field trips to enhance curriculum.
* Meet parents to discuss progress and address behaviour or mastery issues.
* Develop discipline plans and work closely with at-risk students.

**Areas of Expertise:**

* Knowledge of teaching of Financial Accounting, Management Accounting, Corporate Accounting, Income Tax. Personal Financial Planning, Production and Operation Management, Quantitative Techniques, etc
* Interdisciplinary coverage of the theoretical and practical aspects.
* Experience of handling project works.
* Coaching students for CPT for CA

**

 Page **2** of **3**

FATHIMA

**Work Experience**

**1)July 2009 – Present.**

**Assistant Professor & HOD, Department of Management Science.**

**MES MSPS Degree College, Chikmagalur, Karnataka, India.**

**Presently involved in teaching the students of M.Com, M.Sc (Elective-Personal Financial Planning), B.Com, BBA & BBM. Supervising the lecturers and reporting directly to the Principal. Guiding students for project work. I am also Joint Secretary of MES Chamber of Commerce and Member of IQAC in NAAC in MES College.**

**2)July 2008 – May 2009**

**M.SC**

**Lecturer.**

**Krupanidhi Degree College, Bangalore, Karnataka, India.**

**Involved in teaching students of B.Com, BBM & BCA.**

**3)July 2007 – June 2008.**

**Lecturer.**

**MES MSPS Degree College, Chikmagalur, Karnataka, India.**

**Involved in teaching students of B.Com & BBM. Guiding students for project work**

**4)June 2004 – May 2007 Teacher.**

**Ryan International School. Bangalore, Karnataka, India.**

**(Sister Concern –St Xavier School, It has the branches in abroad also).**

****

**EDUCATION:**

***2013 - 2015:***

***MASTER OF BUSINESS***

***ADMINISTRATION. ( MBA IN FINANCE)***

***KSOU, MYSORE, KARNATAKA, INDIA***

***2004 - 2006:***

***MASTER OF COMMERCE.***

***KSOU, MYSORE , KARNATAKA, INDIA***

***2000 – 2003.***

***BACHELORS OF COMMERCE***

***STJ* *COLLEGE,* *CHIKMAGALUR,***

***KARNATAKA – INDIA***

Page **3** of **3**