

Miss. Sheetal Suresh Sukate.

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❖ About Me

An organized professional with proven teaching, guidance and counseling skills. Possess a strong track record in improving test scores and teaching effectively. Ability to be a team player and resolve problems and conflicts professionally. Skilled at communicating complex information in a simple and entertaining manner. Looking to contribute my knowledge and skills in a school and college that offers a genuine opportunity for career progression.

❖ Educational Qualifications

Degree	Year of Passing	Major	Board/ University	Institution	Percentage/ class/Grade
SET	2022	Commerce	Savitribai Phule Pune University		Qualified
Ph.D		Banking & Finance	Savitribai Phule Pune University		Pursuing
M.Com	2018	Adv. Banking & Finance	Savitribai Phule Pune University	Sarhad College, Pune	72.81% A+
B.Ed	2013	Maths & English	Savitribai Phule Pune University	Sinhagad College of Edu.	First Class
B.Com	2010	Adv. Banking & Finance	Savitribai Phule Pune University	Jedhe College, Pune	Pass Class

❖ **Computer Skill**

Examination	Year of Passing	Institution/University	Grade
MS-CIT	July 2005	Sharada Computer Institution,Pune	A
TALLY 9.0	Aug 2007	Disha Computer Institution,Pune	A
Marathi Typewriting	May 2013	Maharashtra State Council of Examination,Pune	Speed 30

❖ **Teaching Experience**

**2021 To Till Date : S.P.College (Jr) Pune
As Assistant Teacher**

- Teaching Subject- Organisation Of Commerce, Secretarial Practice
- Active participation in Management events.
- Manage Admission processes in Colleges. Prepared Year plan and Timetable for academic year.
- Experience working with adult learners.
- Delivering lectures, developing test papers, grading students based on their performance, and reviewing textbooks.
- Interacting with students and faculty members and assisting in improving curriculum
- Attending subject related training, literature conferences and creating newsletter for college circulation
- 11th admission process, and conducting tests to ascertain their eligibility
- Maintaining and updating students' scores and attendance
- Organized debate in classroom on current topics for improving current knowledge of students

2019 To 2020 : Shri. Shahu Mandir Mahavidyalay, (Jr),Pune

As Assistant Teacher

- Teaching Subject- Secretarial Practice, Organisation Of Commerce, Economics.
- Experience working with adult learners.
- Delivering lectures, developing test papers, grading students based on their performance, and reviewing textbooks.
- Interacting with students and faculty members and assisting in improving curriculum
- Attending subject related training, literature conferences and creating newsletter for college circulation
- Reviewing Saral Data, scholarship application forms, and conducting tests to ascertain their eligibility
- Maintaining and updating students' scores and attendance
- Organized debate in classroom on current topics for improving current knowledge of students

2019 To 2018 : Sarhad School, Gujarwadi

As Sub- Incharge of Primary Section

- Participated in faculty meetings and contributed in curriculum review.
- Knowledge of teacher evaluation processes.
- Experience with school budgeting
- Understanding of core curriculum.
- Ability to create a school wide positive behaviour management system.
- Exceptional leadership skills.

2017 To 2018 : Sarhad School, Gujarwadi

As Secondary Teacher for std 5th to 8th English & Math.

- Expertise in English curriculum standards
- Ability to create engaging and rich lessons.
- Knowledge of research based teaching methods.

- Skilled at managing classroom and keeping students on task.
- Excellent at designing technologically based instruction.
- Strong communication skill.

2013 To 2014 : Ramrajya School, Pune

As Secondary Teacher for std 5th to 8th English & Math

- Expertise delivering maths instruction on all topic.
- Skilled at developing lessons for students of mixed ability levels.
- Background in writing common core aligned lessons/
- Exceptional ability to keep students motivated and on task.

❖ **Achievements**

- Best Performance Award in 2021 in S.P.College
- Research paper on “**आदिवासी जीवनशैली आणि कोविड -१९ च्या लॉकडाऊन प्रभावाचे विश्लेषण**” has been published in UGC Care listed Journal.
- Completed research and publishing papers in academic journals.
- Completed national and international webinars in below subjects.
 - a) Research Methodology
 - b) Current Trends in Research
 - c) Post Covid-19 start-up challenges before Indian Economy.
 - d) Techniques of Acquiring API Score & Submitting PBAS.
- Research paper on banking and finance is been selected and published on national platform by Indira Global Business School of banking finance.
(<https://journalnx.com/published-articles/74>)

❖ **Personal Details**

Date Of Birth : 28th October 1987
Marital Status : Married
Linguistic Abilities : English, Hindi, Marathi
Cast (With Validity) : Hindu Mahadev koli (ST)

The above all information is true to the best of my knowledge and I am liable if it is wrong.

Date:

Sheetal Suresh Sukate.

Place: Pune