

# **RESUME**

## **Specialization: Master of Art (Political Science)**

Name: Prajakta Shivaji Kumbhar

Current Address: Durvankur Building, Katepuram Chowk, New Sangavi, Pune.

Permanent Address: At post Yetgaon, Tal- Kadegaon, Dist- Sangali, Pin-415311.

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## **Summary:**

A skilled, patient and students-loving Political Science Teacher whose main goal is to convey knowledge to young learners with various teaching methodologies that would help students uplift their self-esteem and maintain interest and enthusiasm; has given guidance and assistance to students in times of difficulties and has a creative attitude and thus adapted new different learning techniques to enrich the students learning ability.

## **Academic Record:**

Course	Board/University	Percentage Marks	Year of Passing
M.A (Political Science )	SHIVAJI UNIVERSITY	64	2018
B. A. (ART)	SHIVAJI UNIVERSITY	60.17	2016
H.S.C	KOLHAPUR BOARD	58.67	2013
S.S.C.	KOLHAPUR BOARD	62	2011

## **Professional Experience:**

Political Science Teacher September 2019 - April 2021

**Baburaoji Gholap College**, Sangavi, Pune

## **Responsibilities:**

- Meets College and department deadlines and evaluates student work in a timely manner including submitting final grades on time
- Assess and maintain records of student performance
- Demonstrate commitment to professional development and significant contributions in the Political Science Department
- Maintain a supportive attitude toward work, students, colleagues and administration, and with people of diverse backgrounds
- Effectively prepare and teach classes to facilitate student learning
- Assistance with the preparation, co-ordination and attendance at functions, events,
- Marking of assessments, tests and exam
- Participate in the planning and provide coordination for department events and workshops, including department sponsored lectures, graduate student orientation.

- Understands and contributes to implementation of departmental and institutional goals for achieving non-discrimination and creating a respectful, inclusive environment that is supportive of diversity
- Provide support for general office functions including conference room scheduling, scanning, printing, mail sorting and distribution. Assist with department records management

### **Skills:**

- Have excellent communication skill to deliver and present learning effectively
- Can create an enthusiastic environment and make learning a happy journey among students
- Have a caring attitude to attend to student's needs and concerns in time
- Have a strong desire to work with students

### **Computer Skills:**

- MS-CIT, EXCEL
- MS Power Point

### **Strengths:**

- Good Communication Skill
- Ready to take Responsibility
- Quick Learner and Good Interpersonal Skills.

### **Personal Details:**

Name : Prajakta Shivaji Kumbhar  
Father Name : Shivaji  
Date of Birth : 14-May-1996  
Marital Status : Married  
Religion : Hindu  
Nationality : Indian  
Languages Known : Marathi, Hindi and English  
Cast : Kumbhar

### **Declaration:**

I hereby declare that the above information is correct and true to the best of my knowledge and belief.

Place:

Date :

**(Prajakta Kumbhar)**