

**Date: 27-September-2022**

**To,**  
**The Principal,**  
**BABURAOJI GHOLAP COLLEGE,**  
**PWD Colony Rd, Defence Area, Old Sangvi,**  
**Pune – 411027**

**Applicant:** Mrs. Manisha Yogesh Khairnar, M.C.S., Lecturer at T. J. College, Khadaki, Pune.

**Subject:** Application for the vacancy of Lecturer in Computer Application Department (BBA-CA)

Respected Sir,

I the undersigned, Mrs. Manisha Yogesh Khairnar understand about the vacancy of Lecturer in Computer Application Department (BBA-CA) at your prestigious institute, and I am writing to apply for the same. I would like to avail this dignified opportunity to serve your esteemed institute.

I have completed MCS from Pune University in 2002 and have more than 10 years of experience in teaching. Currently I am working as a Lecturer at T. J. College, Khadaki, Pune.

I can handle all responsibilities associated with the position effectively. I can deal with students at higher level and able to deliver knowledge which I have, to them. I assure you for all my commitments to be true and efficient. Getting an opportunity to work with your esteemed institution would be a huge chance for me and I hope to avail it.

The details of my educational background, training and experiences are included in the enclosed profile summary herewith. I am looking forward to having the opportunity to work you and your staff and I hope that my application would be considered.

**Sincerely,**

**Mrs. Manisha Yogesh Khairnar**

**Mrs. MANISHA KHAIRNAR**

**L-302, Rose Valley, Pimple Saudagar, Pune—411027**

e-mail ID: [manisha.khairnar@gmail.com](mailto:manisha.khairnar@gmail.com)

**Mobile# +91 9607003800**

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### CAREER OBJECTIVE

Dedicated and hardworking individual with a postgraduate degree (MCS) in Computer Science and exceptional teaching and communication skills is searching for the position of a lecturer in Computer Science to ensure high quality teaching, effective use of resources and the highest standards of care, learning and achievement for all students.

### ACADEMIC CREDENTIALS

Education	College/ Board / University	Year of Passing	%Marks
Master of Computer Science	KTHM College, Nashik, University of Pune	2002	56.67%
Bachelor of Computer Science	KTHM College, Nashik, University of Pune	2000	56.73%
Higher Secondary School Certificate	Jawahar Navodaya Vidyalaya, Khedgaon, Nashik, CBSE Board	1997	66.83%
Secondary School Certificate	Pune Board	1995	72.60%

### EXPIRIENCE SUMMARY

Experience	Name of School/ College	Duration	Subjects
Lecturer at the Department of Computer Science	T. J. College of Arts, Commerce and Science, Pune	Oct'2021 – Till Date	Python, Android Programming, Software Engineering, Object Oriented Software Engineering, Principles of Programming and Algorithm (PPA), Recent Trends in IT (RTIT), Software Testing, Operating Systems, Networking, C/C++, etc.
Teaching Assistant/ Volunteer	Springfield School, Greater Manchester, UK	Sep'2016 - Dec'2019	Computer Teaching Assistant
Grammar School Preparatory Tutor	Kumons Education as Greater Manchester, United Kingdom	Sep'2016 - Dec'2019	Mathematics, Verbal/Non-Verbal Reasoning
Lecturer at the Department of Computer Science	T. J. College of Arts, Commerce and Science, Pune	Mar'2008 – Dec'2012	Software Engineering, Object Oriented Software Engineering, Principles of Programming and Algorithm (PPA), Recent Trends in IT (RTIT), Software Testing, Operating Systems, Networking, C/C++,

PGT (Post Graduate Teacher) in Mathematics and Computer Science Dept.	Kendriya Vidyalaya, Nasik,	Jun'2004 – Apr'2006	Computer Science Subjects
PGT (Post Graduate Teacher) in Mathematics and Computer Science Dept.	Kendriya Vidyalaya, Nasik,	Nov'2002 – Apr'2004	Computer Science Subjects

### **PROFESSIONAL SUMMARY**

I am fully committed to my duties responsibilities and possess and having good communication and interpersonal abilities as well as good organizational and time-management skills. I have an ability to manage classes and deal with challenging behavior and the ability to inspire and motivate with energy, enthusiasm, stamina, patience, dedication, and self-discipline.

*\*Attached herewith my academic credentials.*