

# Curriculum Vitae



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**Objective:** looking for a position as a commerce guest lecturer in a college through professional growth and career advancement where in education and experience will have valuable application.

## **Strengths:**

- Professionally qualified with Master degree in Commerce (**M.com**) (NET QUALIFIED)
- 5years' Experience as Teacher
- General ledger-books accounts management
- Self-motivated with good leadership skills
- Excellent verbal and written communication skills
- Ability to work under pressure.
- Multi-tasking ability.
- Good Team Player.
- Enthusiastic and Energetic.

## **Professional Experience**

Institution : Tharanellur Arts and Science College  
Position : Assistant Professor , commerce  
Year : 2022 to 2023  
Institution : Hira Public Higher Secondary School  
Position : Tutor and Class in Charge of +2 Commerce Division  
Year : 2014-2018  
Institution : P G Centre, Irinjalakuda  
Position : lecturer in commerce subjects  
Year : 2013-14

## **Duties & Responsibilities**

- To give coaching to students
  - Conducting training classes to students to face exam
  - Completing Syllabus in a scheduled time.
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- Conducting exams and test papers to check the knowledge of the students
- Preparing question papers and correct evaluation of answer papers.

## **Job Knowledge**

- Handled both Accounting works singly and jointly.
- Finalization of accounts, Preparing Trial Balance and Financial Statements, Verification of Transactions, etc.
- Review, Reconciliation and finalization of accounts.
- Preparation of management reports like P&L, B/S.
- Verify payment vouchers, receipts vouchers and journal vouchers
- Record financial transactions according to accounting policies and procedures

## **Educational Qualifications**

**Course : Master of Commerce (M.com) (NET QUALIFIED)**  
**University : Calicut University, Kerala, India**

**Course : Bachelor of Commerce (B.com)**  
**University : Calicut University, Kerala, India**

## **Other Skills:**

- Experienced Teacher in Accounts and Commerce related Subjects.
- Accounting Software Tally ERP 9, Peachtree and Quick Books
- Fully proficient with MS- Excel and other MS-Office tools & custom made accounting software.
- Good typing skills
- Good training skills.

## **Personal Information:**

Nationality : Indian  
Date of Birth : 20.07.1990  
Nationality : Indian  
Gender : Female

Marital Status : Married

**Languages Known:**

English, Hindi and Malayalam

**Declaration:**

I hereby declare that the above mentioned information is true & correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

**NASMI ANSHAD**