**Objective:**

*To take up a challenging position and add value to the entity by delivering results.*

**Professional Qualification:**

* ***Master in Business Administration*** (Finance & Marketing) from Banasthali Vidyapeeth Rajasthan( NAAC A ++ rating) with 66%.
* ***B.Ed*** from Rajasthan University with 66 %.

**Education Qualification:**

* B.Com R.D Girls College, Rajasthan University 2003
* XII(Commerce) S.B.K School, Ajmer Board 2000
* X Kendriya Vidyalaya, CBSE 1998

**Certifications:**

* IRDA License Holder (Insurance Adviser)
* Scored 94% in NCFM Financial Market beginners module
* Rs-Cit cleared with 80%
* CTET cleared with 72 percentage.

**Corporate Experience -** 2 Years 8 Months

Organization: Make My Trip **as** Holiday Expert(from March 2013- August 2013)

Responsibilities: Selling travel packages, preparing itinerary, cost sheet preparation, coordinate between customer and different vendors. etc.

Organization: Axis Bank as Assistant Manager(from March 2011- October 2011)

Responsibilities: Branch operations, cross selling, cash handling and customer service

Organization: Karvy Consultants Ltd. as Senior executive(1 year & 8 months)

Responsibilities: Financial research and content development, office administration, marketing etc.

***Teaching Experience:***

*Organization: Royal International School, Dombivali East- June 2021- Present*

Responsibilities:

* Teaching VI,VII,XI through online mode( Zoom, topper, Microsoft te
* Develop lesson plan for Social Science, Business Studies
* Completing syllabus as per annual and monthly plan
* Conducting activities related to topic
* Reviewing students’ performance and guide them.
* Interacting with parents to guide them.

*Organization: Vinil Tutorial, Dombivali East*

Responsibilities:

* Taught Book Keeping to XI Std students
* Taught Book Keeping to XII Std students
* Reviewing students performance and guide them.

*Organization: Sh. H R Intermediate College, Agra (July 2008- Aug 2010)*

Responsibilities:

* Develop lesson plan
* Taught commerce subjects (XI and XII ) students
* Completing syllabus as per annual and monthly plan
* Conducting activities related to topic
* Reviewing students’ performance and guide them.
* Interacting with parents to guide them.

**Achievements**

* An article was published in Tax and Corporate Referencer (Professional journal)
* Contributed in Karvy Finapolis magazine (December 2007 issue)
* Represented company in National seminar of Company Secretaries by putting our company stall.

**Software Skills:**

MS Window 98/2000/XP, MS Office, Excel, Internet Handling

**Personal Details:**

D.O.B : 18-09-1983

Current Address : Flat No-1102, Utopia A wing, Casa Bela Gold, Dombivali East, Navi Mumbai

Phone : +91-8828102045

Email : indu3615.mba@gmail.com

**Declaration:**

The above information is true to the best of my knowledge.

**Indu Rana**