**PRADNYA KAMBALI**

**+91 8082656430 (mobile)** [kambalipradnya@gmail.com](mailto:kambalipradnya@gmail.com)

**CAREER OBJECTIVE:**

Seeking the position of Commerce & Management Teacher in an organization that will enhance my horizon of knowledge and give me the chance to prove myself has the best candidate in the institution. A place where my individual talent is acknowledged and I can contribute my expertise and experience towards the achievement of the desired vision for the organization.

**KEY SKILLS:**

* Profound knowledge of S.P (Secretarial Practice), OC (Organization of Commerce) of XI and XII standard, Commerce and Management (Marketing & Human Resource Management) of senior college and ability to teach for all sorts of students.
* Good communication and written skills as well as ability to explain the text.
* Highly skilled in using the different course books and material for teaching as well as having a great passion and love for the same.
* Ability to plan, collect material and deliver the lessons in the class.
* Ability to inspire the students for desired effects in the teaching task.

**EDUCATIONAL QUALIFICATIONS:**

* Completed M.Com. in the Year 2014 from Mulund College of Commerce (MCC), affiliated to Mumbai University and secured “A” Grade (70%).
* Completed B.Ed. (Bachelor of Education) in the year 2018 from Adhyapak Mahavidyalaya (Bharne), affiliated to Mumbai University and secured “A” Grade.
* Completed Business Management Studies (BMS) in the Year 2012 from Mulund College of Commerce (MCC), affiliated to Mumbai University and secured ‘A’ Grade (70.33%).
* Passed H.S.C in year 2009, from Mulund College of Commerce (MCC) and secured “Distinction” Grade (75%) in Mumbai University
* Passed S.S.C in year 2007, from New English School (Bhandup), Mumbai and secured “Distinction” Grade (77.38%) in Maharashtra Board

**WORK EXPERIENCE:**

1. **Name of Organization** : Mat. K. M. Patel Sr. College of Commerce and Science

**Position Held** : Assistant Professor

**Period of work** : May 2021 to till now

**Department** : Commerce

# Projects / Responsibilities undertaken:

* + Working as an Assistant Professor in “**Matrushri kashiben Motilal Patel Senior College of Commerce and Science**” at Thakurli.
  + Handling **Marketing, Human resource management, E.V.S subjects for Commerce, Brand Management (BMS), Business Envt. (BAF), EMFS (BBI) subjects.**

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* + Playing a role as a member of **Research committee**.
  + Playing a role as a member of **Eco Club.**
  + Playing a role as a member of **Attendance Committee**.
  + Playing a role as a member of **Entrepreneurship Cell**.

1. **Name of Organization** : Dnyandeep College of Science & Commerce

**Position Held** : Assistant Professor

**Period of work** : June 2017 to May 2020

**Department** : Commerce

# Projects / Responsibilities undertaken:

* + Working as an Assistant Professor in “**Dnyandeep College of Science & Commerce**” at Khed, Ratnagiri.
  + Handling **Marketing and Human resource management** subjects for T.Y.B.com, **Foundation course**, **E.V.S & Business Law** for F.Y. & S.Y.B.com and **Soft skill development** (SSD) for

F.Y.C.S. and O.C (Organization of Commerce) for F.Y.J.C. students.

* + Playing a role of **Head Of Department** (Commerce).
  + Playing a role as a member of **Discipline Committee**.
  + Handling the workings of ‘**Grievances cell for students**’ in college
  + Playing a role of C.S. (**Company secretary**) coordinator for professional course between college and **ICSI Pune chapter**.
  + Worked as a **research guide** for the **Avishkar Research Convention 2018-19** organised for the students by University of Mumbai.
  + Playing a role of Chairman of **WDC** (Women development cell) committee in an institution.
  + Playing a role of **Head coordinator of criteria VII, NAAC.**
  + Ensuing students will get proper feedback in checked assignments and answer sheets on time to maintain their interest.
  + Working as an **Internal Exam controller** for F.Y. & S.Y. B.com semester end exam & unit tests.

1. **Name of Organization** : Vidya Coaching Classes

**Position Held** : Lecturer

**Period of work** : June 2014 to May 2017

**Department** : Commerce

# Projects / Responsibilities undertaken:

* + Working as a lecturer at “**VIDYA ACADEMY**” at Bhandup (W), Mumbai and handling S.P (Secretarial Practice) subject for 11th and 12th standard students.
  + Assisting heads in preparing question papers for timely exams.
  + Ensuing students will get proper feedback in checked answer sheets on time to maintain their interest.

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1. **Name of Organization** : Winners Classes

**Position Held** : Lecturer

**Period of work** : October 2015 to May 2017

**Department** : Commerce

# Projects / Responsibilities undertaken:

* + Working as a lecturer at “**WINNERS CLASSES**” at Bhandup (W), Mumbai and handling O.C (Organization of Commerce) subject for 11th and 12th standard students.
  + Assisting heads in preparing question papers for timely exams.
  + Ensuing students will get proper feedback in checked answer sheets on time to maintain their interest.

1. **Name of Organization** : BNP Paribas

**Position Held** : Executive

**Period of work** : 08.12.14 to 26.09.15

**Department** : Central Client Admin (CCA)

# Job Profile:

* Verification of Account Opening Form and KYC of MNC and Domestic Large Corporate and Private Banking Clients of new as well as existing customers, as per Bank’s compliance policy
* Raising queries, if any, in the Account opening Form and related KYC documents, to respective branches.
* Work closely and co-ordinate with internal stakeholders viz, business team/ Compliance Team of the Bank as appropriate.
* Review the modification/alteration/deletions of authorised signatories requested by the customer.
* Ensure proper records of documents for monitoring reports, internal / external requirements.
* Ensuring proper document storage in GCARS.

1. **Name of Organization** : Datamatics Global Services Limited

**Position Held** : Executive

**Period of work** : July, 2013 till 05.12.2014

**Department** : Data Analyst

# Job Profile:

* Worked for Wolters Kluwer's financial services for process “Accounting Research Manager (ARM)”
* ARM is an online research database that includes authorities and interpretive guidance used by accountant and auditors.
* Worked as publishing specialist, responsible for updating and maintaining ARM database.
* Ensuring ready data structure as standard norms and format and stipulated TAT.
* Ensuring timely communication with client regarding any queries.



# PERSONAL INFORMATION:

**Name:** Pradnya Prakash Kambali

**Sex:** Female

**Birth date:** 07/10/1991

**Address:** L-311,Orchid MMR Social Housing, Taloja MIDC road, Khoni Kalyan, 421204.

**Marital status:** Married

**Hobbies:** Passionate about Drawings and paintings, Listening songs.

**Languages known:** English, Marathi, Hindi, German (Level 1).

# ADDITIONAL INFORMATION:

* Operating knowledge of various core-banking system: Atlas 2, Data Scan, GCARS, MAOS
* Proficient in the use of MS Office (Word, Excel, Outlook) & Internet Applications.

# EXTRA CURRICULAR ACHIEVEMENTS

* Participated in “Spectrum” festival of MCC while pursuing graduation.
* Being a part of various competitions called Drawings and Mehendi, Sports in school, college curriculum.
* Achieved Certificate of Merit as guide for a research project (**Introducing Multi-Disciplinary Practical Course**) in commerce, management and law category in the **Avishkar** research convention 2018-19, department of student’s development, University of Mumbai for Ratnagiri District zone.
* Achieved certificate of participation as guide for a research project (**Introducing Multi- Disciplinary Practical Course (MPC)**) in commerce, management and law category in the **Avishkar** research convention 2018-19, department of student’s development, University of Mumbai for university level at Mumbai.
* Paper publication- “Virtual Reality and Augmented Reality- Increasing Benefits and Opportunities in

Tourism Industry.

CiiA competition – acted as Mentor guide and won 2nd rank for innovative proect.

*I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.*

Date:

Place:

**(Pradnya Kambali)**