

## **PRACHI UPASANI**

**Contact No.** 08390762584

Date of Birth : 23<sup>rd</sup> February, 1989

Marital Status : Married

Address : 48, 6<sup>th</sup> floor, Muktai Heights, Near Kal Bhairav Mandir, Dhayari, Pune  
Maharashtra.

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### **OBJECTIVE**

A highly motivated person with an experience in the field of teaching, educational administration and training, seeking responsible position in an organization to achieve organization goal and promote teamwork amongst peers.

### **PROFESSIONAL EXPERIENCE**

**1. June 2017- Nov. 2017**, Lecturer: SSJ Comm. & Sci. Jr College, Narhe, Pune.

- Planned the syllabus management for the teaching staff of the Junior College students.
- Taught the subjects assigned to the college students
- Organized educational visits of students
- Organized various curricular and co-curricular activities as and when instructed from the college management.

**2. June 2014 – Sept. 2015**, Lecturer, Private Tuition Classes, Pune.

- Taught the assigned subjects to XI and XII class students of various schools
- Counseled students about improving performance in exams

**3. Sep – Oct 2015**, Data Analyst, Da' Vizta Company

- Medical and Pharmaceutical Data analysis of National and International companies

**4. June 2012 – April 2013**, Lecturer, DVP Institute of Technology, Jalgaon.

- Planned the syllabus management for the teaching staff of the Diploma College students.
- Taught the subjects assigned to the diploma students
- Organized educational visits of students
- Organized various curricular and co-curricular activities as and when instructed from the college management.
- Guided students for various curricular projects.

### **EDUCATIONAL QUALIFICATIONS**

Course	Year of Passing	University/College	Percentage
BE E&TC	2009-10	North Maharashtra University, Jalgaon	70.80%
Higher Secondary	2006	Nasik Divisional	77.67%

		Board	
<b>Senior Secondary</b>	<b>2004</b>	Nasik Divisional Board	83.60 %

### **COMPETENCIES**

- Administration
- Training
- Educational Management

### **KEY SKILLS**

- Multitasking Ability
- Communication and Interpersonal Skills
- Leadership
- Result Oriented

### **TRAININGS UNDERGONE**

<b><u>Training</u></b>	<b><u>Year</u></b>	<b><u>Institute/Organization</u></b>
Advanced Hardware Networking	2010	HCL
Soft Skills Development	2010	HCL
Leadership and Human Resource Development	2009	CLHRD, Aims Insights, Mangalore
power plant, battery, main distribution frame	2008	BSNL
C language	2007	Technopark

### **DECLARATION**

I hereby declare that the above, furnished facts are true to the best of my knowledge.

Prachi Upasani.