

MRS. AFSHA Z.KHAN

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OBJECTIVE

To pursue role functions that constantly throw up challenges and make me stretch beyond my own limits. And thereby develop myself as a through professional and a well-rounded individual. I seek a work place and culture that fosters and encourages continuous learning, teamwork and give me freedom to generate, express and implement ideas to contribute to the organization.

WORK EXPERIENCE

- ✓ Currently working with Prerna College of Commerce, Nagpur from October 2019 – till date as an Ad-Hoc Lecturer.
- **Worked as a Lecturer of Computer Department** from October 2019 at Prerna College of Commerce, Nagpur.
- Worked with K.R. Pandav College, Nagpur as an Ad-Hoc Lecturer **from August 2011 –December 2013 and rejoined on August 2016- October 2019.**
- Worked with Programmer Infotech, Sakkardara, Nagpur in 2015-2016 as a Computer Trainer.
- Worked with Indian Computer Institute, Kamal Chowk, Nagpur in 2008-2010 as an Computer Trainer.
- Worked with Vibhav Computer institute, Nagpur from 2005 – 2007 as a Computer Trainer.

SUBJECT SKILLS

Programming Languages	: C, C++, C#, ASP.NET, Visual Basic 6.0, Core Java, VB.NET,
Databases	: Oracle 8.1, MS-Access, Ms-Sql
Operating Systems	: MS DOS, Windows 2013/XP,
Web Technologies	: HTML, PHP, ASP.Net
Others	: Ms Office, PageMaker, CorelDraw.
Management Subjects	: Tally, MS-Excel, Ms-Power Point, PTM, MIS, E-Commerce.
English Subject	: Interested to take English subject

OTHER QUALIFICATION

1. Passed MS-OFFICE Certificate.
2. Passed PHP, Python, ASP.NET Certificate.
3. Passed Tally ERP9 Certificate.

NAAC RELATED WORK EXPERIENCE

- Handled Criterion 6- Leadership, Governance and Management.
- Working as the Member of Criterion 6.
- Worked in Yoga Department as a member (conducted workshops in college).
- Worked in NSS Unit.

OTHER ACTIVITIES

1. Conducted a 14 Day certificate course in 'Life Skills and their Practical Applications'.
2. Conducted 12 days certificate course in 'E-Commerce'.
3. Conducted a Two day workshop for Non-teaching Staff.
4. Conducted Two Day Multidisciplinary National Conference on Adding New Dimensions to Higher Education Policy.
5. Conducted Induction Program for all first-year students.
6. Conducted Remedial classes for subject taught.
7. Conducted Quiz competition for students under library committee.
8. Handled Mentoring Committee as a Head.
9. Organized many Counselling Program for students under Mentoring Cell.
10. Organized many events under the banner of Extra Curricular committee.

11. Conducted many programs under the Indian Culture & Human Values Preservation and Promotion Committee.
12. Member of Exam Committee.
13. Conducted several programs for girls under the Women Cell.
14. Conducted programs under the National and International Day Celebration Committee.

CO-CURRICULAR ACTIVITIES

1. Attended 3-Day Interdisciplinary Conference on 'Rethinking Transcendental Approaches on Science, Technology and Humanities' on 12-14th Jan 2023. organized by Dept. of English , RTM Nagpur University.
2. Attended International Conference on Advance English Language Studies on 14th and 15th Oct 2022 organized by UEM, Jaipur.
3. Attended Online Faculty Improvement Program on Research Methodology, on 1st July to 10th July 2021 organized by Prerna College of Commerce.
4. Attended Online Faculty Induction Program on Enhancing English Language Skills on 10th May to 20th May, 2020 organized by Prerna College of Commerce.
5. Attended Two Day Multidisciplinary National Conference on Adding New Dimensions to Higher Education Policy on 25th-26th June 2021.

NATIONAL/INTERNATIONAL RESEARCH PAPERS

1. Presented paper in International Level Conference on 'Critical Analysis of Cultural Collision on Shashi Tharoor's Riot' conducted by Dept. of English , RTM Nagpur University, Nagpur in Jan 2023.
2. Presented paper in International Level Conference on "Representation of Indianness in the Works of Shashi Tharoor" conducted by University of Engineering and Management, Jaipure in Oct 2022.
3. Published paper in UGC-Care Journal on "Social and Political Vision Reflected in Shashi Tharoor's The Great Indian Novel: A Critical Study" Conducted by SK Porwal College, Kamptee in March 2023.

4. Paper in Proceeding in Multidisciplinary, Multilingual, Peer Reviewed National E-Journal on 'Representation of Indianness in the Works of Shashi Tharoor' Conducted by SK Porwal College, Kamptee.
5. Published paper Multidisciplinary Peer Reviewed National Journal on 'Recent Trends in Computer Technology for Effectiveness of E-Commerce'.

SWAYAM NPTEL COURSES

1. Done SWYAM-NPTEL sponsored course of 'EFFECTIVE WRITING'.
2. Done SWYAM-NPTEL sponsored course of 'INTRODUCTION TO RESEACH'.
3. Done SWYAM-NPTEL sponsored course of 'RESEARCH METHODOLOGY IN NATURAL SCIENCE.

TALKS/LECTURES /SEMINARS/WEBINARS

1. Delivered lecture on '**Tools of Effective Teaching**' in 'online Faculty Improvement Program organized by Prerna College of Commerce at International Level.
2. Delivered lecture on '**Correlation between Rights and duties**' in 'Certificate Course in Human Values' organized by Prerna College of Commerce at College Level.

EDUCATIONAL UNIVERSITY ACTIVITIES

- Have done Paper setting for BCCA, M.C.M courses in R.T.M. Nagpur University.
- Done Paper Valuation, for BCCA, M.C.M courses in R.T.M. Nagpur University.

EDUCATIONAL QUALIFICATIONS

- Master of Computer Management (**M.C.M**)
From R.T.M. Nagpur University with First class (67%)
- Master of Arts in English (**M.A ENGLISH**)
From RTMNU with First class (76%)
- **Ph.D.** (Pursuing) from R. T. M. Nagpur University in Humanities Faculty, Registered in 2021.
Topic: - "Social and Political Vision of Shashi Tharoor Reflected in His select Novels."

- Bachelor of Arts **(B.A.)**
From R.T.M. Nagpur University, with Second Class (54.33%)
- **H.S.S.C.** in 2001 from Pune Board with First Class (68%)
- **S.S.C.** in 1999 from Pune Board with First Class (60.53%)

PERSONAL DETAILS:

- Date of Birth : Sep 24, 1985
- Marital Status : Married
- Hobbies include Dancing, Listening Music, Reading Books.
- Languages known English, Hindi, Marathi.

DECLARATION:

I consider myself familiar with Computer Application aspects. I am also confident of my ability to work in a team.

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Date :

Place : Nagpur.



(Mrs. AFSHA Z. KHAN)