

POOJA MAKEN



ASSISTANT PROFESSOR

- Taking Lectures
 - Preparation of Handouts and PPTs
 - Research Work
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CORE COMPETENCIES

- Excellent communication
 - Creative Team Leadership
 - Content Designing
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SKILL SUMMARY

Languages Known : Hindi, English

CAREER PROGRESSION

- Two years experience in National Institute of Finance and Account, Chandigarh as a Senior Faculty
 - Taking lectures and Preparation of Study Material
 - One year experience in CTDI, Sector 17, Chandigarh as a Faculty and a Content Developer
 - Taking Lectures and Preparation of Study Material
 - Pursuing job in ITFT College, New Chandigarh
 - Taking Lectures and Preparation of Study Material
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TECHNOLOGICAL SKILLS

- Comp Proficiency: ➤ Fundamentals of computer
➤ Overview of internet.
- Software: ➤ Proficiency in MS Office
➤ Computer accounting (tally 9.0), Ms-Access

Web/Multimedia:

EDUCATIONAL QUALIFICATIONS / CERTIFICATIONS

- Pursuing PHD in Management/Business Administration from Punjab Technical University, Jalandhar
- Passed MBA in Finance from Sikkim Manipal University
- Passed M.Phil from Vinayka Missions, Tamilnadu University
- Passed M.Com from Kurukshetra University, Kurukshetra
- Passed B.Com from S.D. Collage Affiliated to Kurukshetra University.
- Passed 10th and 12th from S.D. Girls School, Ambala Cantt

CO-CURRICULAR ACTIVITIES

- Essay Writing Competition
- Painting Competition
- Art and Craft Competition
- Scouts and Guides Program
- Rifle Tanning

TRAININGS/SEMINARS/WORKSHOPS

Six Months Training in Vikson Securities Pvt. Ltd. (Finance Company)

PERSONAL DOSSIER

Father's name	: Dr. Sushil Maken
Mother name	: Smt. Sangeeta Rani
Children	: One Son
Marital Status	: Divorced
Date of birth	: 15 th Dec, 1977
Blood Group	: A+
