

JAYEETA SAHA

3 YEARS OF ACADEMIC EXPERIENCE AS AN ASSISTANT PROFESSOR

91+7908190651; jsaha199@gmail.com

“Enthusiast Academician with sound knowledge of subject, superb leadership & communication skills.

Easily cultivate trusting and productive relationships with students, Parents, Faculties & Administration.

Demonstrated history of fostering environment of individualizing instruction based on students’ needs and interest.”

PROFILE SUMMARY:

- Good subjective and descriptive knowledge of Commerce
- Can teach the students as per their level
- Leadership and team building
- Excellent explanation skills
- Good communication and Interpersonal skills
- Collaboration, Organizational and Planning skills
- Ability to train others
- Demonstrating pastoral care for the upbringing of the students

ACADEMIC PROFILE		
M.COM	2015	ACCOUNTING & FINANCE
B.Com.	2013	Accounting (HONS) N.B.U
Class XII	2010	K.V.,Panvel , Navi Mumbai(C.B.S.E.)
Class X	2008	K.V.,Panvel , Navi Mumbai(C.B.S.E.)

PROFESSIONAL EXPERIENCE

ASSISTANT PROFESSOR, DEPARTMENT OF COMMERCE AT SALESIAN DON BOSCO COLLEGE, SILIGURI
JULY'01 – Present

Key Responsibilities	<ul style="list-style-type: none">▪ Coordinating the student registration process for individual courses of each Sessions.▪ Updating student contact information, assessment tests scores, and other daily processes.▪ Coordinating assessments, processes mid-term progress and examination alert forms.▪ Tracking updates of weekly goal report and monitoring lesson plan progress▪ Assists in the inventory, ordering and distribution of instructor and/or other materials▪ Reviewing student academic records and files to ensure they represent an accurate, complete and current account of student's academic progress.▪ Question Paper setting, Evaluating, Scrutinizing and Tabulating for the End term semesters.▪ Contributing to the development, planning and implementation of a high quality curriculum.▪ Participating in the development, administration and marking of exams and other assessments.▪ To provide pastoral care and support to students.▪ Maintaining own continuing professional development.
-----------------------------	--

ASSISTANT PROFESSOR, DEPARTMENT OF COMMERCE AT GYAN JYOTI COLLEGE, SILIGURI
JULY'01 ,2016- 2018

Key Responsibilities	<ul style="list-style-type: none">▪ Coordinating the student registration process for individual courses of each Sessions.▪ Updating student contact information, assessment tests scores, and other daily processes.▪ Coordinating assessments, processes mid-term progress and examination alert forms.▪ Tracking updates of weekly goal report and monitoring lesson plan progress▪ Assists in the inventory, ordering and distribution of instructor and/or other materials▪ Reviewing student academic records and files to ensure they represent an accurate, complete and current account of student's academic progress.▪ Question Paper setting, Evaluating, Scrutinizing and Tabulating for the End term semesters.▪ Contributing to the development, planning and implementation of a high quality curriculum.▪ Participating in the development, administration and marking of exams and other assessments.▪ To provide pastoral care and support to students.▪ Maintaining own continuing professional development.▪ Assisting in the development of learning materials, preparing schemes of work and
-----------------------------	--

maintaining records to monitor student progress, achievement and attendance.

TECHNICAL QUALIFICATION

- Knowledge in accounting packages: Tally 9.0 with VAT % ERP.
- Knowledge in Operating System: Windows 8.1, Windows, Windows XP, Linux.
- Database: Oracle, MS- Access
- Knowledge in Basic Internet Operations.

WORKSHOP ATTENDED

- Workshop on “Optimization Techniques in Business and Structural Equation Modelling”
organized by Department of COMMERCE, NBU.

INTERESTS & HOBBIES

- Leisure: Listening to music, travelling, watching movies, craft work.
- Sports: Badminton

LANGUAGES

- ENGLISH, HINDI, BENGALI

PERSONAL DETAILS

- Father’s Name: Kamal Kumar Saha
- Mother’s Name: Rita Saha
- Date of Birth: 13th Nov.1992
- Sex: Female
- Marital Status: Unmarried.

ADDRESS

Flat no.2, Block-A, Unique Apartment, Netaji Pally, Medical More Shivmandir.Siliguri
P.O. Kadamtala, Dist. Darjeeling. Pin. 734011

I hereby declare that the above written are true to the best of my knowledge and belief.

Date: 12.03.2020

Place: Siliguri

Jayeeta Saha