

Marceline Fernandes

Flat no A1-12, Profile Enclave, 10 Aundh Road, Pune

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marshiferns@yahoo.com

I aspire to carve a niche in teaching, wherein I may constantly equip myself with knowledge and skills, thereby contributing to the organisation and the society.

Profile Snapshot

- An achievement oriented individual, endeavouring to be an asset to the dynamic organization.
- **Accomplished Set (Maharashtra and Goa), MCom from Karnatak University, Dharwad and DIM from IGNOU, India.**
- Currently associated to **Indira Group of Institutes as Lecturer in commerce in Indira College of Commerce and Science, Pune.**
- Pursuing **Doctoral Studies in the Subject, Business Administration for Savitribai Phule Pune University.**
- **Received grant for minor research project 2016-18 from BCUD Savitribai Phule Pune University.**
- Confident and hardworking individual with an abiding enthusiasm to gain further knowledge and upgrade new skills.
- Adept at thinking logically, rationally and confident enough to provide superlative solutions.
- A presentable personality and always eager to teach, motivate and solve student's difficulties in their area of study
- A dynamic individual always eager to learn from book, seniors, etc.

Education

Year	Degree	Institute	%
2013	SET	University of Pune	
2001	M Com	Karnatak University, Dharwad	58%
1999	B Com	Karnatak University, Dharwad	65%
1996	XII	PU, Bangalore	72%
1994	X	SSC, Bangalore	67%

Work Experience: 9 years

Teaching Experience: 6 and half

Indira College of Commerce and Science

July '11 to date

Lecturer

Role

- Delivering regular lecturers
F.Y B. Com- Office Management 2011-12, 2012-13, 2017-18
F.Y B. Com- Business Environment and Entrepreneurship
S.Y. B Com –Business Management

T.Y. B. Com Marketing Management Paper II 2011-12, 2012-13

- Class teacher of F.Y. Com- B Div.
- Appointed and worked as External Senior Supervisor for University MCA/M.Sc./MA/B Lib/MJMC?M.Com Examination Nov 2017
- Conducting students class presentation, debates, quiz, group Discussion Etc.
- Supervising Student Examination
- Shouldering responsibilities of various committee work allotted during various college events

Industrial Experience

Connexion Realtors, Pune

Aug '10 to Jan '11

Asst. Property Manager

Role

- Formulating and executing plans, reaching out to clients for business expansion as well as sales tax work.
- Drafting & implementing plans, policies and organising promotional campaigns.
- Managing prospective clients, business from existing clientele and interacting with clients on regular basis.
- Handling customer queries and complaints and data.

Akshaya Coop. Cr Society Ltd, Karwar

Feb '03 to Aug '06

Junior Assistant

Role

- Responsible for report making and documentation and related back office work
- Handling the accounts and head office work.
- Accountable for account handling and other administration work.

Tax Consultant's Firm

May '00 to Nov '00

Junior Assistant

Role

- Executed various functions including filling Income Tax returns & other matters related to assessment of individuals.
- Suggested and executed solutions in various processes including tax related matters.
- Responsible for filling Income Tax returns.
- Handling matters of companies, Partnership firms & Sole proprietorship entities

Paper Presentations

- At International level at IFEEL on the Topic “A comparative study of Poverty Alleviation Program of Govt. Of India and other related schemes.”
- At International level organized by International Association of Academicians and Researchers & Choice Group on the topic titled, “Performance Appraisal- A tool to retain employees.”
- At a International Conference –Emerging Trends in world economy through Innovation and Entrepreneurship Development organized by Symbiosis Centre for Management Studies, in association with National Institute of Technical Teachers’ Training and Research, Bhopal, Department of Higher Education, Ministry of HRD, Govt. of India on the topic titled, “Skill Upliftment and Training to Emerging Women Entrepreneurs- A Case Study of Chaitanaya Group”
- Published a research paper titled, “A study of corporate Social Responsibility –Contribution by Indian Banks in Education.” in an international journal Innovation : A journal of social science, Commerce and computer technology (Vol.3 February 2016, 2394-1774)pg.23-26
- Presented and Published Research Paper in National Conference on Social Entrepreneurship: A global Approach on 27/01/2017 and 28/01/2017 Titled, “ Study of Impact of Certificate Courses run by NSDC” organized by Dept. of Business Studies and BBA jointly sponsored by UGC and BCUD(SPPU)
- Presented Research paper in international Conference on Recent Trend in Commerce and Management on the topic, “The Role of Faith Based Organizations on Public Health” in Gramonnati Mandal’s Arts, Commerce & Science College, Narayangoan. Published in Aarhat Multidisciplinary International Education Research Journal (AMIEJ) (Peer Reviewed , UGC Approved No. 48178,48818 with EDUIndex Impact Factor 5.18 with ISSN 2278-5655

Additional Qualifications/ Certificate Courses

- DIM from IGNOU, India in 2003(Grade A)
- Certificate course in computing and Diploma in Office Automation in 2000
- Six Sigma Yellow Belt from Institute of Fundamentals in Quality ASQ Member.61016566

Computer cognizance

- Adept in MS Office 2000/2003, Windows 97/XP/Me/NT/Vista and internet browsing.
- Working knowledge of accounting software Tally.

Co Curricular and Extra Curricular Activities

- Have capacity to generate interest in subject
- Won prizes for participating in debate and essay competition.

Personal Details

Date of Birth : 17th Jan, 1979

Marital Status : Married
Languages : English, Hindi, Kannada, Konkani, Marathi
Personality : Convent background, discipline, outspoken, friendly and Responsible
Interests : Keen interest in reading and teaching
Address : Flat No.A1-12, Profile Enclave, 10 Aundh Road, Pune 411020

I hereby state that, the above information furnished by me is true and correct to the best of my knowledge and belief.

Thanking You,

Yours Faithfully,

Marceline Fernandes.

Place: Pune.

Date: