

SMITA PUHAN

Assistant Professor

E: puhan.smita8@gmail.com

P: 9178523724

A: Bhadrak, India 756135

WWW

EDUCATIONAL QUALIFICATION

PROFESSIONAL SUMMARY

An ideal and efficient lecturer in discipline of humanities and management

Passionate Assistant Professor with 19 years of experience administering education and classroom procedures both autonomously and in collaboration with department faculty and leaders. Building foundations for next generation of academics and workforce pioneers.

WORK HISTORY

BIET – Assistant Professor

Odisha, Bhadrak • 02/2015 - Current

- Teaching managerial communication, English for technical writing and principles of management
- Over saw the year end closing of the students books
- Cross verification of register, system entry & vouchers
- Mentored students and advised on career paths, degree requirements and post-graduate education options.
- Organized extracurricular activities that enriched students' educational experience while also promoting community involvement.
- Improved student retention rates by providing timely feedback, tailored support services, and close monitoring of progress throughout the semester.
- Streamlined the collection process of student fees and made it easy to monitor
- Kept abreast of advances in pedagogy and work to continuously improve teaching methods and introduce new approaches to instruction.

Bhadrak Autonomous College - contractual faculty

Bhadrak • 06/2014 - 02/2015

- Teaching accounting and business studies.

Hi-tech Institute of Engineering and Management -lecturer

Odisha, Bhadrak • 08/2009 - 06/2014

- Teaching managerial communication, organizational behavior & entrepreneurship, industrial managements, communicative english
- Assisted the finance officer
- Acted as finance officer, whenever he was on leave
- Monitor the student fee collection

DEGREE	INSTITUTION	% OF MARK
M.A(ENGLISH)	SHRIDHAR UNIVERSITY	63
MBA	SAMBALPUR UNIVERSITY	68
M.COM	FM UNIVERSITY	60
B.COM	BHADRAK AUTONOMOUS COLLEGE	67
+2 COMMERCE	BHADRAK COLLEGE	59
MATRICULATION	BSEO	61

SKILLS

Educational leadership



Online class discussion



Student performance evaluation



Mentoring students



Team leadership



Motivation



Lectures and discussions



Conflict resolution



SOFTWARE

Microsoft Office



Advanced

SAP



Advanced

- Communicate with parents regarding outstanding dues
- Staff/Student relation officer
- Mentored and supervised graduate students, providing valuable guidance for thesis work, research projects, and professional development.
- Evaluated student progress using both formative and summative assessments to provide targeted feedback for continuous improvement.
- Provided students with constructive, encouraging and corrective feedback.

- **TATA AIG - Trainer**

- Bhadrak -11/2008 - 08/2009

- Preparing daily report regarding completion of training hours
- Solving the problem of agents regarding chapter & practice test
- Maintenance & updates of registers and other account related work

AEC - Accounts Maintainer

Cuttack • 11/2007 - 11/2008

- Auditing
- Billing
- Reconciliation
- Calculation of VAT, TDS & SERVICE TAX
- Other accounts related work through Tally

| **LANGUAGES**

Odia	Hindi
English	Pahari (U.P)

| **CAREER PLAN AND OBJECTIVES**

I have gained strong expertise in managing and lecturing the Administration, HR , commercials& students. Wanted to utilize strong expertise of mine into excelling organization need and fulfilling organization requirement.
To be an ideal and efficient lecturer in discipline of humanities & MANAGEMENT (HRFinance)as well as Communicative English,

| **CERTIFICATIONS**

PGDCA

09/2006

TALLY 7.2

06/2006

SAP FICO

08/2022

| **PERSONAL DETAILS**

Date of Birth: 12/08/1982

Nationality: Indian

Marital Status: Married

Visa Status: Full Working Capabilities

Gender: Female

Religion: Hinduism