





PRATIUKSHA SHIRSEKAR

Master's In Economics

Personal Details

- Date of Birth: 2000-10-30
- Highest Career Level: Master's
- Industry: Administrative, Accounting,
- Total years of experience: 2 yrs

 shirsekarpratiksha@gmail.com

 Thane, Maharashtra

Expertise

- Management Skills
- Creativity
- Team Player
- Leadership

About me

Designation - Assitant Professor
Institute- Sheth NKTT College
Date of joining- 1 August 2024
Department- Self finance courses
(BAF, BMS, BBI, Data Science)

Teaching Experience

Asst. Professor
Sheth NKTT College- Thane
August 2024- Present

Subject Teacher of Economics
Saraswati Classes- Thane
June 2024- Present

Subjects Taught

- Business Economics
- Managarial Economics
- Microeconomics
- Macroeconomics

Contriutions/ Member

- Member of Board Of Studies in Syllabus Designing of Psychology subject.
- Member of Women Development committee



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Achievements

- Topper's Award- FYBA 1st Prize 2019
- Topper's Award- SYBA 1st Prize 2021
- Topper's Award- TYBA 1st Prize 2023
- All round Award- Admin Team 2024

Hobbies

- Dance
- Singing
- Book reading
- Creative art

Education

SNDT University

Master's of Arts In Economics

2022-2024

Scored- B+ Grade

I have passed and completed my post graduation with First class

Mumbai University

Bachelor's of Arts In Economics & Sociology

2019-2022

Scored- 9.52/O Grade

I always perceived A/O Grade in my all academic years.

Higher Secondary Certificate (HSC)

NKTT Junior College of Arts, Science & Commerce

2017-9019

Scored-83. 54

State Secondary Certificate (SSC)

Gurukul Vidyapeeth English High School

2017

Scored-80.40%

Non-teaching Experience

Account Executive

Hotel Vihangs Inn- Thane

June-July 2024

- Daily data import of company purchases and sales data using IDS software.
- Fund transfer and cash transfer in banks
- Clearing Vendors cheque payment.
- Purchase, Gpay & other GST entries in tally
- Maintenance of petty cash and vouchers
- Regular attendance of staff with salary making.
- Follow up of outstanding payments & Bills



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Certifications

- Tally Prime- 100%
- MSCIT- 80%
- Typing- 25 WPM
- Smart English Course
- Branch Banking Executive

IT SKILLS

- Microsoft Word
- Microsoft Excel
- Tally
- Typing

Languages

- English
- Hindi
- Marathi

Experience

- Maintenance of various files, purchase bills, banks files, agreement files, outstanding bills, petty cash, vouchers files various reports & record files etc.
- Collecting cash with receipt & bills from front office & Banquet and maintaining record of the same.

Admin Executive Indo Scots Global School- Thane 2022-2024

- Assist admin in day to day routine and work.
- Responsible to take routine facility rounds and checking of all areas to do quality audit of facility service in all shifts.
- Printing and Issuance of ID cards to their respective class. Maintaining requisition registers of teachers, admin, pantry of store etc.
- Placing requisitions as per school events and taking quotations for inventory material as well as checking the bills for the same.
- Maintaining record of the inventory stock of the school

Front Office Executive Indo scots Global School - Thane 2022-2024

- Received calls redirect them to the appropriate department
- Greet guests with a bright attitude, manage and maintain visitor management system and document accordingly.
- Maintain employee records including attendance, leaves and benefits.
- Manage recruitment process including sourcing candidate, screening resumes and conducting interviews.
- Adding employees in biometrics system. Interacting with teachers and other staff member to answer questions or resolves issues.
- Providing administrative support to school principals by managing their calendars and arranging meetings with staff members.