

AANCHAL LALLA

FLAT NO. 9/ USHA MANDIR CO-OPERATIVE HOUSING SOCIETY, PLOT NO. 38,
NATHPAI NAGAR, GHATKOPAR (EAST).

CAREER OBJECTIVE:

To develop effective communication and presentation skills in students to make them shine in the business world. To guide them in proper knowledge of soft skills and managerial skills which are the need of the hour for improving interpersonal relations.

Dynamic, enthusiastic teaching professional with a genuine interest in students development and social growth. Having strong passion for teaching English and Management subjects and inspiring students. Possessing outstanding experience in teaching communication skills and Business Communication and presenting information in a variety of ways to students.

EDUCATION & CERTIFICATIONS: -

- PGDBA in HR from Welinkar Institute, Mumbai in 2011 with 71.33%.
- Diploma In Business Management from Welinkar Institute, Mumbai in 2010 with 'A' Grade.
- Master in Philosophy (M.Phil) in English with 58% of marks.
- M.A in English from Pune University in 2003 with 57% of marks.
- B.Ed from Mumbai University in 2001 with 69% of marks.
- B.Sc from Mumbai University in 1999 with 58% of marks.

COMPUTER LITERACY:-

- Diploma in software applications.
- Completed 'O' level certification from DOEACC, Delhi.

OTHER ACHIEVEMENTS:-

- Certificate for coordinating and participating in AICTE-ISTE approved 2-weeks program titled "Effective Communication – A Key To Success".
- Certificate for participation in workshop for "Basic Counselling Skills".
- Certificate for participation in workshop for "Empowerment English".
- Certificate for participation in workshop for "Preparation of Question Bank".
- Certificate for participation in 3 days workshop for "Life Skills Development".
- Attended 2 days National level seminar in Bangalore on the topic "Who Owns English".
- Appreciation Certificate by Sindhi Social Samaj, Mumbai.
- Appreciation Certificate from Nav-Jeevan Co-operative Bank Ltd., Ulhasnagar.

TEACHING EXPERIENCE: -

K.J. Somaiya Polytechnic, Vidyavihar.

- Communication Skills and Communication Practice and Presentation Skills
Lecturer

Working in K.J. Somaiya Polytechnic from August 2007 till date for the subjects Communication Skills, Communication Practice and Development of Generic Skills. Taught interview skills and development of generic skills to the higher semester students, moderated and assessed the papers, improved vocabulary of the students by arranging debates, elocutions from time to time, conducted classes for the students in language laboratory, encouraged students by providing various enthusiastic projects. Compiled Communication Skills Textbook, participated in syllabus framing. Acted as Vice-chairperson of Students Forum and co-coordinated an AICTE-ISTE approved 2-weeks program titled “Effective Communication – A Key To Success”.

K.J. Somaiya Polytechnic, Vidyavihar.

- Visiting Lecturer

Worked in KJ Somaiya Polytechnic as a visiting lecturer for the subject communication practice for fourth semester students, conducted oral tests, helped the students and motivated them from time to time to improve their grammar, vocabulary, drafting and presentation.

**Smt. P.N.Doshi Women’s College of Arts, Ghatkopar.
(SNDT University)**

- Degree College Lecturer (Language Laboratory In-charge)

Worked in SNDT College from August 2006 to May 2007, taught Business Communication to degree College students, designed and assessed question papers, conducted Career Oriented Programmes, edited monthly college bulletins and annual college magazine, taught Interview Skills to the final year students, handled English Language Laboratory and conducted classes in the laboratory for the maximum English improvement of the students.

**Smt M.M.P. Shah Women’s College of Arts & Commerce, Matunga.
(SNDT University)**

- Degree College Lecturer

Worked in SNDT College from June 2005 to August 2006, taught communication skills to degree college students, designed question paper, encouraged students to express the ideas, assessments of the students, established & maintained positive relations with students, created positive learning opportunities, assumed all the responsibilities of a regular classroom teacher.

Shree Sanatan Dharam Vidyalaya & Junior College, Chembur.

- Junior College Lecturer

Worked in Jr. College from June 2005 to July 2006, taught English to the students of 11th & 12th grade, interaction with parents & teachers daily, assessed papers of board level, coordinated & taught creative grammar components for English course thus enhancing the learning experience & increasing student interest in core material.

Ideal English High School & Junior College, Kalyan.

- Secondary School Teacher & Jr. College Lecturer

Taught for various classes for the subjects English, Science & Mathematics from August 2002 to May 2005, arranged various competitions and debates, motivated the students by helping them in various activities, attended regular monthly meetings with parents, staff and students suggested innovative ideas from time to time.

Jaslok Junior College of Commerce, Ulhasnagar.

- Jr. College Lecturer

Taught English for 11th & 12th grade students from June 2003 to April 2004, fulfilled all the responsibilities of the classroom teacher, instituted effective discipline management to ensure a cooperative classroom at all times.

Saraswati Vidya Bhavan's Sankara Vidyalaya, Dombivili.

- Secondary School Teacher

Taught for higher classes for Science & Maths from June 2001 to November 2001.

PERSONAL DETAILS: -

Date Of Birth :- 27th May 1977
Language Proficiency :- English, Hindi, Marathi, Sindhi
Marital Status :- Married
Hobbies :- Painting, Reading Books, Listening Music

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