

From,

Asha Antony P

43/6th Cross street

Masalamanipuram, Balakrishnapuram

Dindigul

To,

The Principal

SUB: Application for the post of finance faculty

Respected sir,

By the grace of Jesus Christ, I am blessed to have seventeen years of exposure to corporate world and educational institutions. I was about to submit my thesis in microfinance at "Mother Teresa Women's University", it further got delayed due to some regulatory issues. I am an **MBA [dual specialization Finance & Marketing]** from ICFAI University obtaining 8.56 CGPA [a **silver medal** holder] & also posses **M.Phil R&D and M.Com CA** I can speak & write English, Hindi and Malayalam fluently beside these languages I can also speak Tamil, Gujarati and Marathi. I have **Nine** years of educational experience and **EIGHT** years of industrial experience in Mumbai and also comprise short period experience in share trading. I have four years Gap in my career one main reason is Covid 19 subsequently I assumed the responsibility of taking care of my family and completed my thesis report. At present I am working at St.Antony's college of arts and science for women's Dindigul. I am functioning as the Head of BBA Department. I have been handling paper such as Accounting for managers, financial management and strategic management for BBA session. For post graduates I have been handling papers such as strategic management, strategic human resource management and strategic cost management. Apart from the aforementioned exposure, I am also handling English lab and soft skill papers for UG students.

I hereby attach my bio data for your perusal. I also assure you that given a post in your esteem organization I shall serve your organization to the utmost satisfaction of my superiors. Once again I assure you, I shall prove worthy to your choice.

Thanking you,

Yours truly,

ASHA ANTONY P.

[m] 7397158622

Coordinator designation handled during my Industrial & Educational career history

- Coordinator of anniversary celebration at Shipping Globelinkww [Mumbai]
- Exam co coordinator for internal exams [Vijay institute of management]
- Chief superintendent for Anna university exams [Coordinating university exams]
- Coordinated promotional activities Business Kshetra and Famiinaa Delightt
- Coordinated mentoring process
- Acted as academic coordinator in absence of Director
- Acted as hostel warden
- Acted as class coordinator for final year students
- Acted as BBA department coordinator

JOB PROFILE AS ACADEMIC COORDINATOR

- Scheduling academic activity and work load
- Liaising with academic staff in respect of academic issues;
- Assigning work to faculty [subject allocation, task allocation, substitution of task]
- Intermediate between faculty and management
- Designing academic syllabus under an autonomous setup
- To recommend revision of syllabus
- Examining the class handling and students feedback system
- To assist the director in academic budget decisions [conferences/ seminars/ industrial visit / promotional activities etc.
- Provide guidance to students on educational goals and issues.
- Ensures punctuality and discipline
- Facilitate requests for leaves and concessions by students.

JOB PROFILE AS EVENT COORDINATOR

- Naming the event
- Selecting the items for events
- Fixing parameters for grading and ranking the items
- Generating event committee for scheduling and functioning of the event
- Finalizing the poster/ brochure/ advertisement for the event
- Scheduling-assigning and Monitoring the invitation process etc.

CAREER GRAPH – INDURSTRY LEVEL 1996-2005 MUMBAI

S.No	Company	Period	Designation
1	ARAMEX COURIER	to	Customer relation officer
2	BHAGAWATI SHIPPING PVT LTD [CHA]	to	Doc. Exe. Cum CSV. Executive
3	GLOBELINK W.W. PVT LTD [MNC]	to	Export Documentation officer
4	RELIGARE SECURITIES LTD [MNC]	to	Sales trainee

CAREER GRAPH – EDUCATIONAL INSTITUTIONS 2006 -2012 TAMILNADU

S.No	College	Period	Desig.	Subject
1		Jan 06 to Dec 10	UG faculty	Management [part time] spoken English and Hind
2		Sep 10 to Aug 11	Assist. Prof.	Financial accounting BANKING
3	RL institute of management–Madurai	Sep 11 to Mar 13	Assist. Prof.	FM, IB, Accounting for managers
4	Vijay Institute of Management–Dindigul	Aug 13 to May 14	Assist. Prof.	IBM, BRM, SIFD, a4m & CB
5	Sree vee business school – Dindigul	6 months contract	Assist. Prof.	-----do-----
6	Bharata Mata Institute Of Management , Aluva	Sep 16 to May 17 Leave vacancy	Assist. Prof.	LEB,WCAM, MIS, insurance, IB
7	<i>Sree Narayana Guru Institute of Science & Technology– North Paravur,</i>	JULY 17 TO TILLDATE	GUEST FACULTY	FINANCIAL MANAGEMENT AND ACCOUNTING
8	<i>Naipunya business school</i>	Feb 18 to Dec 18	Assist. Prof.	Same as above

SUBJECTS HANDLED

International business	Money and capital
Accounting for managers	Marketing of financial services
Financial management	Macro economics for finance
Corporate management	Banking management
logistics management	Business research method
Strategic & finance decision	Consumer behavior
Operations management	Computer application for business
Legal environment for business	Working capital management
Management information system	Service marketing

JOB PROFILE AS FACULTY

- Setting **Syllabi** and question papers under autonomous setup.
- Member in the board **of studies** for management programs **(M.B.A.)**
- Exam co coordinator for internal exams
- Chief superintend for Anna university exams
- Coordinated promotional activities Business kshetra and famiinaa delightt
- Mentoring of students' community for alleviation
- Papers handled: – Accounting For Managers, Financial Management, Corporate Management, International Business, and Money and Capital MarketEtc:-
- Guided more than 25 projects BBA
- Guided more than 45 projects MBA
- Promotional –Training [motivational–body language–interview skills]

ACADEMIC QUALIFICATION

Serial No	Course	Year	University/Board	% OF Mark
1	B.Com	1996 Sep		55
2	M.Com[Computer application]	2009 Dec	.	68
3	MBA[Dual Specialization] finance & MKT	2008 May		85
4	M.Phil [Research & Development]	2010 April	Gandhi gram	83
5	PhD	pursuing	“Mother Teresa Women's University”	

* pursuing PG Diploma in **INTERNATIONAL BUSINESS**

***COMPUTER BACKGROUND:**FAMILIAR WITH MS OFFICE, E-MAIL, INTERNET.

DETAILS OF PUBLICATIONS

Sl no	Topic	Even/type [institution]	Date	Publication/ISBN /ISSN NO.
1	<u>Micro finance for super power 2020</u>	National level conference on contemporary practices for the success of indian business [Rvs faculty of management]		978-81-909150-4-5 [PG.202]
2	<u>Role of microfinance in economic development of</u>	International seminar on global challenges of emergent a management perspective [Vivekanandha institute of information & management studies]		978-81-9104-720-2 [PG.14]
3	<u>"Micro Finance and Financial Inclusion"</u>	National work shop on inclusive growth in [The Gandhigram Rural Institute - deemed university]		81-7888-615-4
4	<u>"Excellent Practices among Banks for Inclusive Growth- Empirical Evidences from Recent Literature Survey"</u>	International journal of research in commerce and management		ISSN 0976-2183 VOLUME NO:2[2011], ISSUE NO.6[JUNE] PG NO.91 TO 94
5	<u>Ansoff's Strategic Paradigm For Mfis Sustainability In Inclusive Growth</u>	International journal of physical and social science		ISSN 2249-5894 VOLUME NO:1[2011], ISSUE NO.4[dec] PG NO.299 TO 236
6	<u>leveraging MF is it a convergence and or divergence</u>	National conference on emerging new trends in managerial excellence		978-81-909042-4-7 pg no :4-7
7	<u>Efficient Positioning For Sustained Leadership</u>	Paripex-Indian Journal of Research	April,2012	ISSN 2250-1991 VOLUME NO:1[2012], ISSUE NO.4[April] PG185-188
8	<u>Impact Of Corporate Governance On The Performance Of</u>	International journal of marketing and technology.	June,2012	ISSN 2249-1058 VOLUME NO:2[2012], ISSUE NO.[June] PG NO.286 TO 300

Companies In The Stock
Market

9	<u>Issues in management education in India</u>	International journal- research journal of social science and management	Dec, 2012	ISSN 2251-1571 VOLUME NO:02, NO.8 DEC 2012
10	Workshop on Research methodology	Mother Teresa women's university Kodaikanal	27/08/13	
11	Entrepreneurship awareness camp	Anna university	08/02/14	
12	Workshop on Census dissemination	The Gandhigram institute of rural health and family welfare trust	29/01/15	
13	Exploring social disorganization in microfinance –SHGs	Fatima college- national conference on Contemporary issues in society: Socio-Literary perspective	18/09/15	ISSN 2349-8684 VOLUME NO.2, SPECIAL ISSUE7 OCT 2015 PG NO.12 TO 16
14	Microfinance- A multiple growth pole of Rural India	The Gandhigram rural institute – deemed University- national seminar on current scenario in business management and technology : A growth pole for promoting rural enterprises	09/12/15	Publication under process
15	Leveraged microfinance parallel social inclusion	The Gandhigram rural institute – deemed University- UGC sponsored national seminar on “ social exclusion of people working in unorganized sector in India	11 & 12 Feb 2016	Publication under process
16	Leveraging Microfinance through managerial skill of SHGs	Annamalai University –UGC- SAP-DRS-1 Sponsored national seminar on “managerial skill development of SHGs	29 & 30th March 2016	Publication under process
		National Centre for rural development, NCRD's Sterling institute of management		

17	Role of Microfinance in Global social leap	studies-international conference –Business 2020: Issues & Challenges	16th April 2016	Published book ISBN : 978-93-5254-816-3
18	Conceptual paper on leveraging Microfinance	International journal of research in Economics and Social sciences	March 2016	ISSN 2249-7382, Vol 6, Issue 3 (March 2016)
19	Literature Scans Identifies Dearth of Research on Leveraging Microfinance	AE International Journal of science and technology	April 2016	ISSN – 2348 – 6732, Vol 4 – Issue 4 AEIJST – April 2016 –
20	Investment habits of working women at Thamarapadi village	In process of publication		

KEY SKILLS & QUALITIES

- Commendable Presentation skills
- Independent handling of subjects & curriculum
- Excellent communication & interpretational skill
- Dual specialization in MBA Finance & marketing, Addition of M.com
- Hardworking, result oriented and Team player with strong analytical and leadership skills

PERSONAL DOSSIER

Name : Asha Antony.p

Religion : Christian [R.C]

Date of birth:

Language Known: English, Hindi, Malayalam, Tamil, Gujarati, Marathi.

Native : Kerala

Specialization : **Finance and marketing**

Interested Area : International business, finance and micro finance.

Reference : Dr .RSRINIVASAN

Mobile 9487570134 [Dean of Sree Vee Business School]

Former Principal of RL Institute of management, Madurai

Dr .Mary Joseph

Former Director –Management institute

Cochin University

Mobile 9895160918