**PERSONAL INFORMATION**



**Reetika**  
**230-31, R.A. Bazar**  
**Ambala Cantt**  
**Haryana**  
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**Date of Birth:** December 6th, 1989  
**Place of Birth:** Ambala, Haryana  
**Citizenship:** Indian  
**Gender:** Female

**OBJECTIVE**

Seeking responsibility and challenging opportunity that would utilize and encourage my abilities through dedicated hard work and resources of the institution to achieve combine growth.

**PROFILE SUMMARY**

  • Thorough understanding of the subject  
  • Well skilled in communication and comprehension

**EDUCATION**

**M.Com**

Kurukshetra University, Kurukshetra, Haryana

**MCA**

Kurukshetra University, Kurukshetra, Haryana

**M.Sc(CS)**

Kurukshetra University, Kurukshetra, Haryana

**MA Economics ( Pursuing)**

Kurukshetra University, Kurukshetra, Haryana

**PGDCA**

Kurukshetra University, Kurukshetra, Haryana

**B. Com (Tax Procedure & Practices)**

Kurukshetra University, Kurukshetra, Haryana

**B. Ed**

Kurukshetra University, Kurukshetra, Haryana

**UGC NET (Commerce) Qualified**

**6 month .net training from CS InfoTech, Chandigarh.**

**EMPLOYMENT HISTORY**  
   
**Assistant Professor (Commerce), January 2019 to April 2019**

**G.M.N. (PG) College, Ambala Cantt**

**RESPONSIBILITIES**  
   
 • Delivered scheduled lectures to UG and PG students.  
 • Collected educational information and taught to students during classes.  
 • Conveyed subject matter and lecture to the students in a creative way.   
 • Evaluated the students individually to identify areas of difficulties.  
 • Ensured completion of assigned syllabus within the time-frame given.

**SKILLS**  
   
 Eloquent  
 Mastery of subject matter  
 Major Fields: Accounts and Management  
 Able to recognize positive and negative behaviour of students  
 Ability to identify students’ weak areas