

# Resume



**Name** : Mrs. Swati Santosh Munot

**Date of birth** : 17th Jan. 1971

**Address for communication** : 868, Bagadpatti, Near Ghaisas Classes,  
Ahmednager.

**Phone / Mobile Email**

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**Educational Qualifications**

: M.A.[Mass Relations]

M.B.A [HRM]

: Pursuing Ph.D in HRM.

**OBJECTIVES :-** To work with an organization that will provide me with a good working environment, opportunity to learn new things. Moreover, to be an employee helpful both for the organization and myself too.

**PERSONAL STRENGTH :-** Can easily build up a good rapport with coworkers. Good adjusting power to circumstances. Good grasping power, commitment to complete work, eager to learn new things.

Year of passing	Qualification	Specialisation or Subjects	School/College / University /	Total marks %/CGPA
1986	SSC / 10th /		S.S.C. Board	58%
1988	HSC / 12th /	Art's-political science, Geography Psychology	H.S.C. Board	55%
1992	B.A.	English as Special sub.	Unv. of Pune	57%
1994	M.A.[Mass Relations]	Mang, Journalism, Communication, Public Relations	Unv.of Pune	68%
2010	M.B.A.	HRM	Y.C.M.O.U	55%

**WORK EXPERIENCE :**

No of years	Organisation	Designation	Job responsibilities	Any other relevant information
1996 to 2007	B. P.H.E. Society, C. S.R.D	Lecturer and Course Coordinator	Teaching communication and Development communication, Soft skills and Social Marketing and Event Management subjects.	Handling all admission procedures, and unv. Work.
2000 to 2003	<b>Yashwantrao Chavan Open Univ.</b>	<b>Study center Head. Diploma Journalism.</b>	<b>Teaching Communication and News paper Management.</b>	<b>Examiner and Paper setter. - Guide for Dissertation</b>
2007 to up to this date	K.G. College of Arts and Commerce	Act. Principal	Teaching for B.B.A and B.C.A .students	Administration of the whole college.
2007 to up to this date	Unv.of pune, Ahmednager sub centre	Professor	Teaching for M.A.[Mass Relations]	Preparation of syllabus for the Pune University.
2013	Sant Gadgebaba Amravati University, Amravati	Examiner	Mass Communication.	<b>Examiner and - Guide for Dissertation</b>

**Other Activities:** - Founder for M.A. [Mass Relations] Pune University's Ahmednager sub centre [syllabus development of the course]  
: - Founder and faculty for Autonomous Course of Media for 'WORT'

organisation [Indo German Project] Ahmednager.

: - Participated in National Level Seminar on 'Child Abuse in India' by HRD Ministry Delhi and Member of Research Committee for Maharashtra.

**; - : - Resource person for RBI.  
(Faculty Development Program me)**

**: - Free lance Journalist for News papers and Radio.**

**Hobbies / interests** : Reading, writing articles **Married** :

**Married**

**Languages known** : Marathi, Hindi, English

. Sincere and Loyal to the job Training and Development Programmas in

- \* **Communication Skills.**
- \* **Leadership and Motivation.**
- \* **Self stress and self Management.**
- \* **Research Methodology.**
- \* **Management of Change.**

**My Strength: -**

- \* **Ability to work with people.**
- \* **Motivation and Leadership Qualities.**
- \* **Initiator and Manager.**
- \* **Effective Communication skills.**
- \* **Aptitude for Social Research.**