



## **Mrs. Gunjan Chandok**

**(B.Com (H), M.B.A, NET)**

**Permanent Address:**

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**D.O.B.:** 04/07/1988

**Contact No. 91--9810657779**

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### **OBJECTIVE**

To be part of an Educational Institution which can utilize my potential in the growth of Institution and at the same time provide me the exposure and adequate space to grow with a view to impart quality education. I intend to integrate my capabilities with objectives of the organization so as to become a catalyst in each other's growth.

### **PROFESSIONAL LIFE-CYCLE**

***Total Full Time Teaching Experience: 3 Years***

- **January , 2018-April 2018**

Working as **Assistant Professor-Finance** with **The NorthCap University , Gurgaon.**

My job profile included teaching International Financial Management to students of B. tech, B.Sc(Economics), M.Tech, clarifying their doubts regarding financial terms.

- **November, 2016- March, 2017**

Working as **TGT-Social Science** at **American Montessori Public School, Gurgaon.** I am currently discharging duties as a Social Science Teacher teaching Grade VII, VIII, IX and X.

My job profile includes teaching CBSE Curriculum as well as preparing students for various Co-Curricular and Extra Curricular activities in the School.

- **July, 2013- April, 2016**

Working as Assistant Professor at **CPJCHS & School of Law, Affiliated to Guru Gobind Singh Indraprastha University, Delhi** and giving lectures on the various management subjects to the students of BBA, BBA (Computer Aided Management) and B.Com (H). The major subjects were **International Business Management, Values & Ethics, Work Psychology, and Production & Operations Management, Total Quality Management, Personality Development & Communication Skills, Business Communication, Entrepreneurship Development**

## **CORPORATE & ACADEMIC TRAINING EXPERIENCE**

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- Worked as a Summer Trainee in Treasury - FX Derivative Sales Department Kotak Mahindra Bank Ltd, New Delhi
  - Project - Making of Suitability & Appropriateness reports of corporate clients through making an analysis of various parameters like Sales, Cash/Fund Flows, ROCE, and Health of industry, Company Management etc. and deciding client's capability to take risk. On the basis of study results of financial and corporate analysis, submission of report for taking a decision on appropriateness of exposure limit for the client in hedging Foreign Exchange Transactions.
- Coping with Stress at Workplace in IT Sector
- Ethical Use of IT amongst students
- A Study of Impact of Corporate Governance Practices on Financial Performance of Select Indian Automotive Companies

## **LAURELS AT WORK**

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- Active member of the **Placement & Internship Cell** of the college.
- **Worked as a** Member of the **Editorial Team** which includes working for the Bi-Annual Newsletter as well as **CPI Journal [IISN No. 0975-1874]**.
- **Coordinated** various Seminars, Faculty Development Programmes, Lecture Series and Guest Lecturers on the behalf of the institute.
- **Worked as a Coordinator** for holding Quiz programmes & Cultural events such as
  - MarkVision'14-Marketing Fest
  - TechUtsav
- **Worked as a Coordinator** Zonal Prelims of Anugoonj-2016, Annual Fest of GGSIPU
- **Coordinated End Term Examinations** for GGS Indraprastha University
- **Coordinated Counseling (BBA)** for GGS Indraprastha University

## **EDUCATIONAL SKILLS**

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### **NATIONAL ELIGIBILITY TEST**

Cleared **UGC NET (MANAGEMENT), 2012**

### **POST GRADUATION**

**MBA(Finance), 2011-2013**

Area of Specialization: Major- Finance & Minor –Marketing

Delhi Institute of Advanced Studies, Guru Gobind Singh Indraprastha University

Scored 77.25%, Ist Division

### **GRADUATION**

**B.Com (H), 2006-2009**

SGND Khalsa College, University of Delhi Scored 54.82%

### **HIGH SCHOOL**

#### **HSC(CBSE), 2006**

Percentage secured- 82%

#### **SSC(CBSE), 2004**

Percentage secured-91%

### **PROFICIENCY IN INFORMATION TECHNOLOGY**

- Conversant with **Computer Concepts** and its **Managerial Applications**
- Well equipped with **Practical Knowledge** of **Microsoft Office**
- Well versed with **Commercial Knowledge** of **Internet** and its **Functionalities**

### **PERSONAL PROFILE**

- Father's Name: Sh. Sanjeev Kumar
- Mothers' Name : Sunita Seth
- Husbands' Name. :Abhishek Chandok
- Languages Known: English, Hindi and Punjabi
- Skills Possession: Logic Headed & Congenial Individual with a knack for knowledge acquisition
- Marital Status: Married

### **DECLARATION**

I hereby declare that the information given above is correct and to the best of my knowledge. Any certificate for verification can be provided for, if required.