

Curriculum Vitae

PERSONAL DETAILS

Name: Tanushree Naha

Address: Agartala, Tripura West, India

Contact No.: +91 9856812187

Email ID: tanun730@gmai.com

Gender: Female

Nationality: Indian

Languages Known: English, Hindi, Bengali

Marital Status: Single



CAREER OBJECTIVE

To work in a professional academic environment that encourages continuous learning, innovation, and collaboration, where I can effectively utilize my strong foundation in commerce, accountancy, and management along with my teaching experience. My objective is to contribute to academic excellence, adopt innovative teaching methodologies, and support both institutional growth and my own professional development.

PROFESSIONAL EXPERIENCE

Visiting Lecturer

February 12, 2024 – Present

TECHO COLLEGE OF ENGINEERING AGARTALA

- Teach undergraduate courses in **Commerce, Accountancy, Economics, Entrepreneurship, Professional Ethics, and Human Values.**
- Plan and deliver structured lectures in accordance with the prescribed syllabus and academic calendar.
- Develop study materials, assignments, and evaluation tools to enhance conceptual clarity and practical understanding.
- Encourage ethical reasoning, value-based learning, and critical thinking among students.
- Support students through academic mentoring and continuous assessment.

Accounts Assistant

August 1, 2025 – Present

TECHO COLLEGE OF ENGINEERING AGARTALA

- Manage **student fee collection**, verification, and proper accounting of receipts.
- Handle **bill receipt, documentation, and dispatch** in coordination with concerned departments.
- Maintain and reconcile **bank statements** and assist in routine banking-related work.
- Assist in **Purchase Committee activities**, including documentation, vendor coordination, and record maintenance.
- Ensure accuracy, transparency, and compliance in all financial and administrative transactions.

Accounts Assistant

TAX-E-WORLD

September 18, 2023 – December 31, 2023

- Performed accounting-related tasks including maintenance of records and financial documentation.
- Assisted in preparation of data related to **GST and Income Tax filings**.
- Maintained client accounts, ensured data accuracy, and supported compliance requirements.

CORE TEACHING EXPERTISE

- 2+ years of teaching experience .
- Board & competitive exam preparation.
- Concept clarity using step-by-step methods.
- Strong doubt-solving & individual mentoring.
- Multilingual instruction: English, Hindi & Bengali.

ONLINE TEACHING & DIGITAL SKILLS

- Google Meet / Zoom (Live online classes).
- Digital worksheets, quizzes & assessments.
- MS Word, PowerPoint, Google Docs, MS Excel
- Online lesson planning & interactive content delivery.

SUBJECT EXPERTISE

- Commerce
- Financial Accounting
- Cost and Management Accounting
- Economics (Micro & Macro)

- Entrepreneurship Development
- Professional Ethics
- Human Values / Universal Human Values
- Business Studies
- Principles of Management

EDUCATIONAL QUALIFICATIONS

Master of Commerce(pursuing)	Indira Gandhi National Open University, New Delhi,India	67%	First year Jan 2025
Master of Business Administration: Self Management and Crisis Management	Annamalai University, Madurai, Tamil Nadu, India	75%	May 2016 - Jun 2018
Bachelor of Commerce	Devi Ahilya Vishwavidyalaya Indore, Madhya Pradesh, India	75%	May 2013 – Jun 2015
Higher Secondary Commerce	Takshshaila Higher Secondary School, Indore, Madhya Pradesh, India	80%	May 2012 – Jun 2013
Intermediate	Takshshaila Higher Secondary School, Indore, Madhya Pradesh, India	81%	May 2010 – Jun 2011

Soft Skills:

- Effective Communication
- Classroom Management
- Student Mentoring and Guidance
- Analytical and Problem-Solving Skills
- Teamwork and Collaboration
- Time Management and Organizational Skills
- Ethical and Professional Conduct
- Adaptability and Continuous Learning

PROFESSIONAL STRENGTHS

- Strong subject knowledge in Commerce, Accountancy, and Management
- Effective teaching and communication skills
- Practical accounting and administrative experience
- Ethical, organized, and adaptable

DECLARATION

I hereby declare that the information provided above is true to the best of my knowledge and belief. I take full responsibility for the correctness of the information mentioned in this bio-data.

Signature-

