

# Shweta Paradkar

Mobile:+91 9868909792 E-Mail shweta.paradkar@rediffmail.com

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**Personal Summary:** A committed lecturer with over 8 years of experience at Delhi University, teaching undergraduate students,. Possessing excellent administrative, verbal communication and written skills along with constructive and effective teaching methods that promote a stimulating learning environment. Able to work in a managerial role or as part of team and having the proven ability to successfully work to tight schedules and deadlines. Currently looking for suitable academic opportunities in universities or colleges .

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## CAREER HISTORY

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Assistant Professor (Computer Science)-

Kalindi College ( Delhi University ) - August 2006 Till June 2017.

Jesus and Mary College July 2017 and continuing

In addition to teaching undergraduates students, the under given activities were also carried out.

- Involved in the designing of new courses and materials under new pattern
- Assessing student's course work and material.
- Involved in the set-up of exams and the marking of results.
- Responsible for the departmental administrative tasks.
- Providing mentoring, advice and support to students on a personal level.
- Actively leading class discussions and encouraging debate.
- To provide pastoral care and support to students.
- To participate in the administration of the department's programmes of study and other activities as requested.
- To contribute to departmental, faculty, or college level working groups or committees as requested.
- To maintain own continuing professional development.
- Advise students on course and academic matters and career decisions

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## Key Subject and Technical Skill sets

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Digital Electronics	Software Engineering	Operating Systems
Database management System	Computer Networks	Computer System Architecture
Multimedia Applications	Search engine Optimization	Information Security
Open Source Software		

Operating System: MS DOS, Windows, UNIX

Programming Language: C, C++  
Front End Tools: VB 6.0  
Back end Tools: Oracle, MS Access

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**Academic Qualifications**

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Ph.D ,M.Phil ,MCA

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**Personal Details**

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Date of Birth: 17<sup>th</sup> December 1979  
Address: Shivalik Appartment, Flat no 18 D,Plot no 32 , Sector 6, Dwarka, New delhi-110075  
Language Known: English, Hindi, & Marathi  
Spouse Name: Sanjeev Paradkar

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