

# RESUME

## **Ms. Monisha. S**

No. 17/1, 8<sup>th</sup> A Cross, Balaji Nagar,  
Ittamadu, BSK 3rd Stage,  
Bengaluru – 560 085.

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### **Objective:**

Intend to build a career in an organization where I can efficiently contribute my teaching career in a reputed college where I can utilize my subject knowledge, communication skills, and passion for education to contribute to students' academic growth and overall development.

### **Strength:**

- Strong communication and presentation skills
- Classroom management abilities
- Basic knowledge of teaching methodologies
- Creativity in lesson planning
- Patience and adaptability

### **Roles and Responsibilities:**

- Dedicated to work
- Time Management and Quick Learner
- Strong Analytical Skills

### **Work Experience :**

Working as Office Assistant in K. S. School of Engineering and Management from 2022 to till date.

### **Technical Snapshot:**

- Basics of Tally ERP 9
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Workspace (Docs, Sheets, Slides)

**Academic Details:**

<b>Qualification</b>	<b>School/College</b>	<b>Board/University</b>	<b>Percentage</b>
<b>M.com (Accounting and Human Resource Management)</b>	Karnataka State Open University	KSOU	6.88% CGPA – 68.80
<b>B. com</b>	Vijaya College, Basavanagudi, R.V. Road, Bengaluru	Bangalore City University	68.74% CGPA – 7.09
<b>PUC</b>	Vijaya Bifurcated PU College, Basavanagudi, R.V. Road, Bengaluru	PU Board, Karnataka	62.83%
<b>SSLC</b>	Bangalore Higher Secondary School, Basavanagudi, R.V. Road, Bengaluru	SSLC Board, Karnataka	49.44%

**Project Work:**

M.com Project: HR Topic – “A Study on Stress Management of Teaching Staff in Select College in Bangalore District”.

**Personal Profile:**

Name	Monisha. S
Date of Birth	24/01/2000
Languages Known	English, Kannada, Telugu
Hobbies	Listing to Music and watching movies
Nationality	Indian

“I hereby declare that the information given above is true to the best of my knowledge”.

**Date:** 04/5/2026

**Place:** Bangalore

**Yours Faithfully**  
Monisha. S