


Name:	Mr. Ketan Sanjaybhai Thakkar		
Email Address:	ketan.thakkar@utu.ac.in		
Contact Number:	+91 95743 10741		
Date of Birth:	08 th March, 1998		
Qualification:	B.Com, M.Com, B.Ed., CA Foundation		
Teaching Experience:	CBSE School (2 Years), University (2023 onwards)	Industrial Experience:	2015-2019 (4 Years)
Subject Discipline	Commerce & Management (Accountancy)		

Summary based on Industrial experience

- Highly organized professional offering proven skills in data processing and documentation management. Adept at working collaboratively within a fast-paced and detail-oriented environment to facilitate workflow and drive defined goals.
- Highly organized professional offering proven skills in data processing and documentation management. Adept at working collaboratively within a fast-paced and detail-oriented environment to facilitate workflow and drive defined goals.

Summary based on Teaching experience

- An insightful & result oriented professional in synchronization with current industry standards with three years of extensive experience in Teaching, delivering lectures, research guide.
- An experienced teacher possessing excellent classroom management skills as well as dedication.
- Ability to devise and develop ways to encourage and challenge students to help them deepen their knowledge and understand ability to develop and foster appropriate skills to enable the development of students.
- Articulate and impressive communicator with ability to stimulate people.
- Proficiency in handling the administrative activities entailing event management like training/seminars, events, industrial tours and upholding of the institution's motto; skills with the ability to work in corporate environment.

Roles & Responsibilities

Teaching

- Demonstrated abilities in devising innovative teaching methods which consists of a judicious blend of Lectures, Interactive Classroom Discussions and Case Based Learning.
- Using technological teaching aids like power point presentations and audio-visual media clippings to explain the concepts. Knowledge of diverse programs about activities (various academic & co- curricular activities).

Board of Studies

- Designing of syllabus for graduate & postgraduates' students as per the required employability skills.
- Mapping of syllabus and active member of Board of studies at institute and University level.

National Assessment and Accreditation Council (NAAC) Coordinator

- Active member of NAAC committee and having knowledge of various NAAC Criteria for university and Institute assessment as per norms.

Other Academic

- Having knowledge of various accreditation criteria for university level and college level documentation.
- Having experience for updating and preparing the Syllabus as per the latest norms.
- Managing various university level and institute level examination.

Certifications

- CCC & Tally
- Orientation Program
- IT Training
- Government Yoga Trainer (Govt. Certified)
- NJ FLAP- Financial Literacy Awareness Program
- **1st Rank in M.com**

Project Details

- MSMEs & COVID-19 Effects on it (In Master)

Experiences

- Internship: R.G.Bhimani & Co. Chartered Accountants (1 Month-M.Com)
- Worked in Shree Swaminarayan International School CBSE BOARD as a Higher Secondary Teacher (Subject: Accountancy, Business Administration, Economics) (2 Years)
- Currently working in UKA Tarsadia University as Teacher Assistant in commerce & management department (Subject: Account (Cost, Management & Finance), Tax, Computerized Account (Tally))

Skills

- Accounting
- Teaching
- Communication
- Presentation
- Public Speaking
- Accepting Challenge
- Management
- Team Spirit

Work Shop – Seminar – Conference - FDP

Academic Year	Activity	Title	Organizer	Place	Nature of Participation	Level
2022-2023	Workshop	Python for Non-Specialist	UKA Tarsadia University	UTU Campus	Participant	University
20222-23	Workshop	Basic to Advance Excel	UKA Tarsadia University	UTU Campus	Participant	University

Extension Activity

No.	Nature of work	Duration	Organization Name	Academic/Non- Academic Level
1.	8th Uth Fest: Team Leader	22.02.2024 – 24.02.2024	UKA Tarsadia University	Academic
2.	11 th Convocation: Photography	04.02.2024	UKA Tarsadia University	Academic
3.	Business Bustel: Designing, Promotion & Marketing	31.01.2024	UKA Tarsadia University	Academic
4.	Sports Burst Coordinator	17.01.2024- 19.01.2024	B.V. Patel Institute of Commerce & Management	Academic
5.	SPARKLE- 2023: Treasure Hunt	22.12.2023	Department of Commerce	Non-Academic
6.	Coordinator in the singing competition	14.10.2023	UKA Tarsadia University	Academic