

## **KHAN FARAH TAHZIB TABISH AHMED**

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**Contact No: 8097203073**

### **Summary**

- **Dynamic instructor and thought leader, focussed on providing students with rigorous and challenging education , along with confidence, tools and skills required to build and advance toward a framework of success. Shape students with innovative course work and stimulating projects formulated on personal decisiveness, business best practices, emerging business trends and use of technology.**

### **Experience**

- **Over 18 Years of Classroom and 2 year of online Teaching Experience in various subjects of Commerce, Management, Marketing, Banking & Insurance .**
- **Working as an Assistant Professor at DRTs A.E. Kalsekar Degree College, University of Mumbai -India; Since July 2002**

### **Subject Taught**

- **Human Resource Management, Business Environment, Research Methodology, HRM in Service Sector, Auditing, Service Marketing, Retail Management, Principles of Management, Marketing Management, Foundation of Human Skills, Environmental Management, Organizational Behaviour, Foundation of Human Skills, Principles and Practices of Banking and Insurance, Financial Service Management, Financial Market, Innovation In Banking and Insurance, Export And Import Procedure And Documentation, Project Work, Accounts.**

### **Competencies**

- **Professional practice, leadership and management and personal effectiveness.**
- **Possess a strong set of values, skills and knowledge.**

### **Education Qualification**

- **Master in Philosophy in July 2008 from Annamalai University, Tamil Nadu - India.**
- **Masters in Commerce in June 2001 from University of Mumbai- India**
- **Bachelors on Commerce In June 1999 from University of Mumbai - India**
- **Higher Secondary School Certificate (H.S.C.) In June 1996 from Maharashtra State Board –Mumbai -India**
- **Secondary School Certificate (S.S.C) in June 1994 from Maharashtra State Board – Mumbai –India**
- **Green Belt Certification in Global Career Counselling from University of California, Los Angeles in 2019**
- **Currently Pursuing International Post Graduate Diploma in TESOL/TEFL Program in Asian College of Teachers.**

## Personality Trait

- **Organized and dedicated**
- **Ability to Impart Knowledge and Expertise**
- **Creates a Positive Learning Environment**
- **Empathetic**
- **Positive reinforcement,**
- **Confident**
- **Optimistic and Proactive**
- **Flexible**

## Head / Members of Various Committees

- **In-charge and Member of Several Committees and Departments**
  - **Head of Department of Commerce and Management**
  - **Member of College Development Committee (CDC)**
  - **Member of College Exam Committee**
  - **Member of College ISO Committee,**
  - **Incharge of Alumni Association**
  - **Member of College Admission Committee**
  - **Member of College Proctoring Committee**
  - **Incharge of Career and Placement Cell**
  - **Member of Commerce Forum**
  - **Member of Timetable Committee**
  - **Member of Cultural Committee**
  - **Member of Sports Committee**
  - **Member of Discipline Committee**
  - **Incharge of Parent Teacher Association (PTA)**
  - **Add on Certificate course in Tours and Travelling Management**
- **Incharge / Member of NAAC Criterion VI- Governance, Leadership and Management**
- **Mentor** of various Groups at Drt's A E Kalsekar Degree College for **Avishkar Research Convention** Competition organise by **University of Mumbai at District Level since 2017.**
- **Internal Auditor** of college **ISO Committee.**
- Appointed as an **External Examiner and Moderator** for **Third Year Bachelors of Commerce, University Examination** for the subject Marketing and Human Resource Management and Management Accounting and for **Third Year Bachelor of Management Studies for University Examination** for the subject of Human Resource Management and Indian Management Thoughts and Practice .
- Appointed as an **External Examiner** for conducting **VIVA of First Year and Second Year MMS (Master in Management Studies )** students at **Anjuman Islam's Allana Institute of Management Studies, Mumbai in 2022.**
- **Appointed as an Internal Project Guide for Third Year students of BBI and BMS of the college since 2010-11.**
- Since 2012 **External Project Guide** at different colleges.
- **NSS (National Service Scheme) Program Officer** from 2006 -2007 to 2011-2012.
- **Area Coordinator of NSS** from 2007-08 to 2011-2012 of Thane Central District.

## Participated in Various Co-curricular and Extra Curricular Activities

- Participated in One Day National Webinar on Converting Research into Patent at Reena Mehta College of Arts, Science, Commerce and Management Studies on 8<sup>th</sup> January 2022.

- Participated in One Day National Webinar on Quality Enhancement for NAAC Report and AQAR at Reena Mehta College of Arts, Science, Commerce and Management Studies on 20<sup>th</sup> August 2021.
- Participated in One Day National Webinar on E-CONTENT DEVELOPMENT at DRT's A E Kalsekar Degree College on 2nd August, 2021.
- Participated in One Day National Webinar on Intellectual Property Rights at St John College of Humanities and Science on 31st August 2021.
- Participated in One Day National Quiz on Mindkraft - A Management quiz at Bunts Sangha's S.M.Shetty College of Science, Commerce & Management Studies on October 31, 2021.
- Participated in One Day National Webinar on NEP 2020 - VISION FOR RE-ENERGISING INDIAN HIGHER EDUCATION SYSTEM at DRT's A E Kalsekar Degree College on 16th October 2021.
- Participated in five Days Faculty Development Program on Portfolio Management by Bombay Stock-Exchange Broker's Forum at Shri Ram College of Commerce, Arts, and Science from 22nd November 2021 to 26th November 2021.
- Participated in One Day National Webinar on First Foot Forward at Thakur College of Science and Commerce on 19th December 2021.
- Participated in One Day National Webinar on IP Awareness/Training program under National Intellectual Property Awareness Mission at K. M. AGRAWAL COLLEGE, KALYAN organised by Intellectual Property Office, India on January 06,2022.
- Participated in One Day National Level Webinar 2 on 'Expressions of Feminism in Therigatha: Poems by Buddhist Nuns' under the series of webinars titled 'Indian Feminism Through The Ages' at Smt. P. N. Doshi Women's College on January 10, 2022.
- Participated in One Day National Webinar on 12<sup>th</sup> National Voter Day at Government Mahakoshal Arts and Commerce Auto Lead College, Jabalpur on 22<sup>nd</sup> January 2022.
- Conducted 10 days Residential and Non Residential camp every year from 2006 to 2012 at Various Location in Mumbai –India.
- Invited as Judge for the Project Exhibition of Muhammadiya English High school in 2013-2014-Mumbai –India.
- Certificate of excellence in P.A Inamdar Computer Literacy Championship 2013” in Teachers category.
- Attended webinar on Designing a Research Proposal for Avishkar Research on 28<sup>th</sup> march 2021 organised by IQAC.
- Attended webinar on E content Development and Research Methodology on 28<sup>th</sup> March 2021 organised by IQAC.
- Attended Online Thane Zone Avishkar Meeting on 20<sup>th</sup> March 2021.
- Attended Online University Avishkar Meeting on 24<sup>th</sup> March 2021.
- Organised and participated in the Financial Literary Programme organised by Reserve Bank of India.
- Member of Exam of Thane Cluster, University of Mumbai, in Verification of Third Year Question Paper.
- Attended one day Workshop on ‘Online Submission of AQAR and revised Guidelines by NAAC’ organized by IQAC, DRT's A E Kalsekar Degree College, Mumbra-Thane in association with IQAC CLUSTER INDIA on 2nd December 2020.
- Participated in Two days National level Webinar on ‘An Overview of Qualitative and Quantitative Metrics of SSR and forthcoming AQAR’ organized by IQAC, DRT's A E Kalsekar Degree College, Mumbra-Thane in association with IQAC CLUSTER INDIA & White code on 13th &14th June 2020.
- Attended one day Workshop on ‘Guidelines on CAS-API as per new UGC norms ’ organized by IQAC, DRT's A E Kalsekar Degree College, Mumbra-Thane on 12th February 2020.

- Attended workshop on Avishkar Research Convention organised by University of Mumbai at G. M. Momin College , Bhiwandi on 18<sup>th</sup> July 2019.
- Attended webinar on “Challenges and Opportunities in the Banking Sector after Covid 19 on 16<sup>th</sup> June 2020 at DRT’s A E Kalsekar Degree College.
- Attended webinar on “Joy of growing microgreens at home on 22<sup>nd</sup> June 2020 at DRT’s A E Kalsekar Degree College.
- Attended webinar on “ Data Analytics for Beginners ” on 29<sup>th</sup> June 2020 at DRT’s A E Kalsekar Degree College.
- Participated in the national webinar on Research Methodology in Social Sciences on 26<sup>th</sup> June 2020 at Hazarimal Somani College of Arts and Science.
- Participated in two days National Level online Faculty Development Programme on “Investing in these challenging times and Indian economy road ahead at J Watumull Sadhubella Girls college on 3<sup>rd</sup> and 4<sup>th</sup> June.
- Participated in National Level webinar on Selection of suitable Insurance Plans at SIA college on 27<sup>th</sup> May 2020.
- Successfully completed 40 hours course on Fundamentals of Digital Marketing in June 2020.
- Successfully completed one week International Online Faculty Development Programme organised by Internal Quality Assurance Cell (IQAC) in association with patlex business solutions on “Innovation, IPR & Entrepreneurship” from May 04, 2020 to May 10, 2020.
- Participated in E-Quiz Competition Conducted by Department of Business Administration, Thirukolanjiappar Government Arts College on 29-5-2020.
- Successfully participated in online webinar titled “First Aid – Get Equipped to Save Life” organised by NSS Unit & Disaster Management Cell of Vedanta College, on 3<sup>rd</sup> June 2020.
- Participated in National Level webinar Faculty Development Programme on Robotics Process Automation :A Tool of Business Growth organized by Indian Accounting Association on 19<sup>th</sup> April 2020.

**Paper Published (In Paper Publication at National Research Journal)**

- Published Paper in One Day Multidisciplinary E Conference on Challenges and Changes in Prospects of Humanities, Commerce and Management, Science ,Technology on “To Study the Challenges faced by Smart City with reference to Maharashtra” at DRT’s A. E. Kalsekar Degree College on 26<sup>th</sup> March 2022.
- Published Research Paper on Influence of Covid-19 on HR Practices and Future Workforce in National E-Conference on “Covid -19: Challenges, Concerns and Road Ahead” in Shodh Sanchar Bulletin listed in UGC-CARE list.
- Published Research Paper on Understanding Buying Behaviour of Generation X, Millennials, Zoomers towards Social Media Marketing in Shodh Sanchar Bulletin published in Volume 10, Issue 39 : July - September 2020.
- Published Research Paper on Shades of Green: Understanding Greenwashing in Management Guru- Journal of Management Research.
- Research Journal “Emerging Ethical Issues in Marketing” April 2017, at A. E. Kalsekar Degree College .
- Presented & Published Research Paper on “Digitalization of Tourist Visa”, Published by KIHES’s Maharashtra College of Arts, Science and Commerce, in Year 2017 with application no 12034.
- Presented & Published Research Paper on “Managing People through Performance Management”, Published by DRT’s a. E. Kalsekar Degree College in Management Guru- Journal of Management Research, Vol iv, issue no 4 ,May 2016, ISSN 2319-2429.

- Presented & Published Research Paper on “Sunrise sector” in National Seminar on “Challenges & Prospects in 21st Century” in Kamladevi College, Vithalwadi on 28th February 2015. ISBN:978-93-83342-11-2.
- Research Journal “Financial Inclusion- A Road Map” Published in Research Dimension Journal, Vol. IV; Issue II, January 2014, ISSN 0977-8564.

### **Organized Academic Tours**

Organized Several Academic Tours from the College for the benefit of Students since 2009 at Mumbai, Dahanu, Silvassa, Pune, Thane in various Manufacturing Industries, Marketing Firms and Financial Institutions.

### **Personal Details**

**Gender : Female**

**Marital Status : Married**

**Home Address : A/12, Kahkasham CHS, Govindwadi, Kalyan west, Pin no 421301, District Thane.**

**Language Known : English, Hindi, Urdu, Marathi**

**Khan Farah Tahzib**