

Nupur Lomesh Talele

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CARRIER OBJECTIVES

Looking forward to job where, through smart work and knowledge of management skills, I can contribute meaningfully to the objective of my company. The job should provide a chance for higher responsibilities through self-development.

Degree	Board/University	School/College	Year of Passing	Percentages
MA (Business Economics)	Mumbai University	K.G. Joshi College of Arts & N.G. Bedekar College of Commerce	Pursuing	-
M.B.A	Sandip University	School of Commerce	2022	74.00 %
B.Sc. (Human Science)	Mumbai University	B.N.Bandodkar College Of Science, Thane	2020	70.00%
HSC	Maharashtra State Board	People's Education Society, Thane	2017	53.08%
SSC	Maharashtra State Board	Sahakar Vidya Prasarak Mandal, Kalwa	2015	74.20

Other certifications:

- Completed Course on Computer Concepts (CCC) From Proactive Career Education.
- Successfully Completed Microsoft Office Specialist Excel 2013
- Worked as Cultural Jt. Secretary of student council during academic year 2019-2020 in VPM'S B.N.Bandodkar College of Science.
- Attended One Day long Seminar "Manoday" Conducted by MSFDA, Pune
- Attended National Conference on "Disruptive and Critical Thinking in Business" Conducted by Dr. V.N. BRIMS Thane

JOB EXPERIENCE

Previous Organization: - Nash Group, Satpur Nasik.

Previous Role: - Assistant Exim Executive (Aug 2022 to June 2023)

Responsibilities & Job Profile

Assistant Exim Executive (Aug 2022 – June 2023).

- Preparing Purchase orders, communicating with the suppliers, and preparing payment docs for submitting in bank after receiving Proforma invoices from the suppliers for Import shipments.

- Planning and coordinating with the freight forwarders for the international shipments of goods. Negotiating with a variety of people, such as shippers, agents and vendors.
- Keeping track of invoices and prepare reports to expedite the billing process. Also ensure that shipments are in compliance with the laws and regulations governing the export industry. To look for opportunities to find lower cost carriers and faster shipping routes.

Current Organization: - V.P. M's B.N. Bandodkar College of Science (Autonomous), Thane

Current Role: - Assistant Professor (July 2023 – Till date).

Responsibilities & Job Profile

Assistant Professor (July 2023 – Till date).

Assistant Professor | VPM's B. N. Bandodkar College of Science (Autonomous), Thane

Department of Human Science

Duration: 11/07/2023- till date.

- Delivering lectures on diverse subjects including Management, Economics, Industrial Psychology, Forensic Psychology, and IT in Management to FYBSc, SYBSc, and TYBSc students.
- Teaching the Optional Elective subject “Soft Skills and Personality Development” to all FYBSc students as part of the NEP 2020 curriculum, engaging 300-350 students over two semesters.
- Conducting internal examinations, including administrative tasks such as seating arrangements, supervisor allotment, exam timetabling, and student categorization.
- Actively involved in various college committees, including NSS, IQAC, Cultural, Discipline, Innovation/Incubation, contributing to the development of academic and extracurricular activities.
- Organizing and coordinating departmental excursions and field visits to enhance practical learning experiences for students.
- Handling additional administrative duties and contributing to the overall smooth functioning of the department and college.

Declaration:

I hereby affirm that the data and information provided above are true and correct to the best of my knowledge.

Place: -

Date: -

Yours Faithfully,

Nupur L. Talele