

Miss. POONAM MADAN MANE.

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RESUME

OBJECTIVE:

To be a part of Educational Institution who believe in imparting knowledge through theoretical as well as practical ways in accordance to its students. I would give my best in its correspondence with the management in achieving its academic targets and add to the organizational credits.

ACADEMIC CREDENTIALS:

Qualification	Specialization	College	Board OR University	Year	Percentage
Ph.D.	Social Work	Shivaji University	Shivaji University	2025	Pursuing
M. Phil.	Social work	CSIBER, Kolhapur	Shivaji University	2024	A Grade
Certificate programme in counselling and training	Counselling and Training	YCMOU	YCMOU	2021	B Grade
SET	Social Work	–	UGC MH-SET	Jan 2016	58.30%
MSW	HRM & LAW	CSIBER, Kolhapur	CSIBER, Kolhapur	2013 - 2015	68.25%
M.Com	Advanced Accountancy	YCMOU	YCMOU	2018-2020	76.00%
M.Com	Advanced Accountancy	Shivaji University (Distance)	Shivaji University	2010-2012	52.00%
B. Com	Advanced Accountancy & Auditing	D.R.K. College of Commerce	Shivaji University	2007-2010	58.33%
HSC	Commerce	D.R.K. College of Commerce	Maharashtra HSC Board	2006-2007	65.50%
SSC	All Compulsory	M.L.G. Highschool	Maharashtra SSC Board	2005	66.80%

PROFESSIONAL EXPERIENCES:

1. Worked as an Assistant professor in D.K. Shinde School of Social Work department (MSW) CSIBER Institute, Kolhapur for 3 years and 4 months.
2. Worked as an Assistant professor in Commerce department, KMC College, Kolhapur from 22 Dec 2021 to 30 June 2022 (7 Months)
3. Worked as an Information, Education and Communication Officer (IEC Officer) at Kolhapur Municipal Corporation from Dec 2018 to July 2019 (8 Months)
4. Worked as a Social Worker at Swayambhu Charitable Trust from 5 January 2015 to 1 February 2016. (13 Months)
5. Experience of teaching at New College Kolhapur under the YUVA EMPLOYMENT SCHEME.
6. Experience of teaching at own Statistic and Accountancy Classes from 2012-2020.

JOB RESPONSIBILITIES:

1. Worked as an assistant professor in the department of Master of social work.
2. Worked as a time table coordinator in the department of Master of social work.
3. Worked as a Rural Camp coordinator in the department of Master of social work for every year.
4. Worked as a Field Work Supervisor in the department of Master of social work for every year.
5. Worked as a faculty coordinator of Young Inspirators networks SAKAL newspaper activity.
6. Worked as a faculty coordinator of Kirloskar Vasundhara Eco rangers project taken by Kirloskar Group of Industry.
7. Worked as NET and SET examination Co-Ordinator in the CSIBER Institute.
8. Assisting senior professors in preparing curriculum and presentations for the NAAC.
9. Played an active role in the Cultural department of an institution.
10. Used innovative and participative teaching methodologies such as MS WORD, MS EXEL, MS POWERPONT -PPT presentation, group discussions, case studies, management games, etc.
11. Worked in the flood situation in Ingali village for help the needy with student community.

FACULTY DEVELOPMENT TRAINING PROGRAM:

1. Attended 1-week FDP on Research Methodology organized by KECC SHROFF College, MUMBAI
2. Attended 1-week FDP on Teachers Training organized by Diploma in Youth Development, Tata Institute, Pune.

RESEARCH PAPER PRESENTED & PUBLISHED:

- 1. International Conference (Published in Ayushi International Interdisciplinary Research Journal, AIIRJ, ISSN 2349-638x March 2017):**
“A study of celebration of Ganesh festival and impact of immersion of Ganesh idol with special reference to Kolhapur.”
- 2. National Conference (Published in Sanskriti Journal 5.565):** “A study on Women Entrepreneurs of Kolhapur with special reference to fashion sector.”
- 3. National Conference:** Attended and presented research paper on Media and Youth in National conference organized by social work dept. CSIBER
- 4. International Conference:** attended international conference organized by CSIBER Institute.
- 5. International Conference:** attended and presented a research paper on “Educational Growth of children during Covid -19” with reference to Nerle village, Dist. Kolhapur organized by CSIBER Institute.

ACHIEVEMENTS and AWARDS:

- 1. Awarded By WORLD BOOK RECORD 2025** for demonstrating outstanding leadership and innovation in the field of **WORLD LARGEST RANGOLI OF CHH. SHIVAJI MAHARAJ** ON 31ST JANUARY 2025
- 2. Awarded By INTERNATIONAL WORLD RECORDS 2025** for extraordinary achievement for talent and skill in the field of **WORLD LARGEST RANGOLI OF CHH. SHIVAJI MAHARAJ** ON 31ST JANUARY 2025
- 3. Awarded by INNER WHEEL CLUB OF KOLHAPUR SUNRISE ALONG WITH ROTARY CLUB** for outstanding and continuous work for the weaker sections of the society on 5th Sept.2024

WORKSHOPS ATTENDED AND ORGANIZED:

1. Attended one day workshop on **Research Methodology in Management and Social Sciences**, organized by Yashwantrao Chavan School of Rural Development Shivaji University, Kolhapur on 4th March 2026.
2. Attended Fifteen Days **RISE (Research Internship for Scholarly Excellence)** internship from 16th Dec.2025 to 05th Jan 2025 organized by CSIBER Institute Kolhapur.
3. Attended **Five Days Online Workshop on Train the Teachers** organized by Functional Skill Workshop on 21st April 2025 to 25th April 2025.
4. Attended **Four days Webinar on No Waste Please** organized by Akshar Manav Foundation on 21st March 2025 -24th March 2025.
5. Attended **one day Webinar on Challenges in Library Management in Flood and Covid 19 period** organized by V.P. Institute of Management Studies & Research, Sangali on 4th July 2020.
6. Attended one day Webinar on **Facts and Opportunities in Digital Education** organized by V.P. Institute of Management Studies & Research, Sangali on 13th June 2020.
7. Attended one day Webinar on **Covid 19 – Safety Precautions for Industrial Workers and General Public** organized by CSIBER Institute on 4th June 2020.

RESEARCH WORK:

1. Research on “**A study on Problems of Sanitary workers in Kolhapur Municipal Corporation**” for the course of **M.Phil.**
2. Research Project on” **A Study on Employee Engagement in Kolhapur Zilla Sahakari Dudh Utpadak Sangh Ltd. (Gokul)**” for the course of **MSW.**

OTHER ACTIVITIES:

1. Completed field work training at Pratham Mumbai Pratham, Kolhapur (2013-14) as a Trainee Social worker.
2. Completed field work training in Gokul Dudh Sangh Ltd (2014-15) as a trainee HR.
3. Participated in NATIONAL INDUSTRIAL SAFETY WEEK with help of street play.
4. Participated as Surveyor in Annual Status of Education Report. (ASER)
5. Successfully completed Gandhi Vichar and Sanskar Examination.
6. Attended Para Legal Training Workshop, as a Legal Advisor Kolhapur.
7. Participated as a volunteer in Pulse Polio immunization campaign held on 20th January and 24th February, 2014.

ADDITIONAL QUALIFICATION:

- GDC&A
- MS-CIT
- TYPING - English
- DTP

SKILLS:

➤ Teaching,	➤ Leadership
➤ Techno savvy	➤ Script writing for Street- Play
➤ Good in Public Speaking	➤ Good in Anchoring
➤ Problem Solving	➤ Communication
➤ programme organizer	➤ Lecture planning
➤ Time management	➤ Classroom Management

HOBBIES:

- Creating social awareness among people through social media
- Community involvement
- Singing
- Poem writing
- Updating knowledge by attending guest lectures.
- Playing games like cricket, Carrom.

PERSONAL DETAILS:

Name	MANE POONAM MADAN
Permanent Address	741/1 plot no. 18. K-3, Krishna Residency, Shri Krishna colony, Devkar Panand Road, Kolhapur – 416012.
Contact No.	8007886801, 8600218181
Email Id	poonammane1808@gmail.com
Date Of Birth	10 th April 1990
Gender	Female
Marital Status	Married
Nationality	Indian
Language Known	Marathi, English & Hindi

DECLARATION

I hereby declare that the above information is true to the best of my knowledge & belief.

Date: 10/06/2026

Signature



Place: Kolhapur

(MANE POONAM MADAN)

