



MONALISA NAYAK

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Profile Summary

"Dedicated and passionate teacher with years of experience in commerce education, skilled in delivering engaging and student-centered lessons. Proficient in curriculum development, classroom management, and differentiated instruction to meet diverse learning needs. Strong ability to build rapport with students, foster a positive and inclusive learning environment, and inspire academic excellence. Adept at integrating technology into the classroom and committed to continuous professional growth to stay current with the latest educational trends. Proven track record in enhancing student achievement and contributing to school success through effective collaboration with colleagues and parents."

Core Skill Areas

- Classroom Instruction & Lecture Delivery
 - Curriculum Design & Lesson Planning
 - Academic Assessment & Evaluation
 - Student Mentorship & Guidance
 - Financial & Accounting Expertise
 - Communication & Presentation Skills
 - Academic Administration
 - Seminar & Workshop Coordination
 - Accounts and Audit compliances
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Organizational Experience

Disha College of Management and Technology

Designation: - Assistant Professor (August 2025 to Till Date)

- Delivered lectures and tutorials on **Financial Management, Accounting, Banking, and Investment Analysis** for undergraduate and postgraduate programs.
- Designed and implemented **course materials, lesson plans, and assessment tools** in alignment with institutional and university standards.
- Supervised student **finance projects, research work, and internships**, fostering analytical and practical skills in financial management.

- Assessed and monitored student performance through **assignments, examinations, and presentations**, ensuring academic excellence.
- Contributed to **curriculum development, academic audits, and departmental meetings** to enhance teaching quality and learning outcomes.
- Engaged in **research, publications, and organization of finance-related seminars and workshops** to promote academic and professional growth.
- Supported students in **exam preparation and academic assessments**, ensuring improved performance and subject mastery.

Sai Memorial Institute of Education & Technology

Job Responsibility

Teacher (June 2023- June 2025)

- Delivered lectures on core commerce subjects, including **Economics, Accounting, Business Studies, and Finance**, to undergraduate and higher education students.
- Developed and implemented **comprehensive lesson plans** that aligned with academic curriculum and addressed diverse student learning needs.
- Conducted **interactive and engaging sessions** on topics such as **Financial Management, Marketing, Business Ethics, Entrepreneurship, and Economic Systems**.
- Assessed student performance through **tests, assignments, and projects**, providing **constructive feedback** to enhance learning outcomes.
- Designed and regularly updated **commerce curriculum, study materials, and teaching modules** in accordance with industry developments and academic best practices.
- Encouraged students to apply theoretical knowledge through **real-world case studies, group discussions, and business simulations**.
- Provided **academic and career mentorship**, guiding students toward professional pathways in **Accounting, Finance, Marketing, and Entrepreneurship**.
- Supervised **finance and business-related projects**, enabling students to develop analytical skills in **market analysis, budgeting, and financial planning**.

Dynamic Commerce Academy

Teacher (April 2022- February 2024)

Job Responsibility

- Conducted **individual and group tuition sessions** for undergraduate and graduate students in **Commerce, Accounting, Economics, and Finance** subjects.
- Developed and delivered customized lesson plans and study materials based on students' academic levels and curriculum requirements.
- Explained **complex financial and business concepts** using simplified, practical examples to enhance student understanding.

- Prepared students for **university examinations, internal assessments, and competitive tests**, ensuring consistent academic improvement.
- Assessed student progress through **assignments, mock tests, and performance reviews**, and provided targeted feedback for better results.
- Utilized **interactive teaching methods and digital tools** to create an engaging learning environment.
- Offered **personalized academic support and doubt-clearing sessions** to strengthen conceptual clarity.
- Guided students on **career and higher education opportunities** in fields such as accounting, finance, business management, and economics.
- Maintained accurate **attendance and performance records** and communicated progress updates to students and parents when applicable.

B N Misra & Co.
Chartered Accountant Firm

Role: -Accounts & Audit Assistant

(April 2020 to February 2022)

- Assisted in the preparation of financial reports, including balance sheets, income statements, and cash flow statements.
- Managed the processing of invoices, payments, and collections for accounts payable and receivable.
- Performed monthly bank reconciliations to ensure accuracy and identify discrepancies.
- Assisted in maintaining the general ledger by posting journal entries and maintaining accurate records.
- Monitored and tracked company expenses, ensuring they align with budgets and financial plans.
- Entered financial transactions accurately into accounting software (e.g., QuickBooks, Tally)
- Assisted in planning and executing internal and external audit engagements, including risk assessment and scope determination.
- Reviewed financial statements to ensure they comply with accounting standards and regulatory requirements.
- Prepared detailed audit reports, outlining findings and recommending corrective actions for deficiencies.

Academic Credentials

- **Master of Commerce (M.COM) from Khallikote University with 1stClass CGPA 9.25 in 2024.**
- **Bachelor of Commerce with 1stClass Distinction CGPA 8.46, GRADE A+ in Accounting Honours from Khallikote Autonomous College under Berhampur University, Odisha in 2022.**
- **Intermediate (Commerce) with 1st Division secured 85% from SBR.GOV.T. JRWOMEN'SCOLLEGE, Berhampur under C.H.S.E, Odisha in 2019.**
- **H.S.C with 1st Divion from Saraswati Sisu Vidya Mandir, Gosaninuagaon under B.S.E Odisha.**

Technical Knowledge

- Completed Tally ACE (Tally ERP 9 & PRIME) Securing Grade A+ (Certificate No 902206539) From Tally Institution.
- Windows, MS Office & MS Excel and Power point.

Personal Details

Date of Birth : 15th April 2000.
Religion : Hindu
Passport : NO
Nationality : Indian
Language Known : English, Hindi, Oriya,

Date: -
Place: - Berhampur

Signature

Monalisa Nayak