CURRICULUM VITAE

SWATI SARRAF

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Address: Visheshwarganj, Jatanbar, Varanasi.

CAREER OBJECTIVES:

Aiming for a position of Assistant Professor in a well-known educational institute where I could apply my knowledge of the subject and teaching abilities to ensure that the learning process is enjoyable for the students.

EDUCATIONAL DETAILS:

S.NO	NAME OF EXAMINATION	BOARD/UNIVERSITY	COLLEGE/INSTITUTION	YEAR OF PASSING	MARKS
1.	M.com	Banaras Hindu University, Varanasi	D.A.V PG COLLEGE, Varanasi	2020	CGPA: 8.47
2.	B.com (Hons.)	Banaras Hindu University, Varanasi	Vasanta College for Women, Varanasi	2017	CGPA: 8.27
3.	Intermediate	CBSE BOARD	Raj English School, Varanasi	2014	92.6%
4.	High School	CBSE BOARD	Raj English School, Varanasi	2012	CGPA: 8.2

CERTIFICATIONS/ELIGIBILITY:

- **Qualified UGC-NET (SUBJECT: COMMERCE) in year December 2020 &2021 (merged cycle), December 2021&2022 (merged cycle), June 2023, December 2024, more recently in JUNE AND DECEMBER 2025.**

INTERNSHIPS / JOB EXPERIENCES

S.NO	WORK	COMPANY/ Institution	YEARS OF WORKING
1.	Content Writing- Virtual Internship	a Startup Bengaluru based company ***Next Labs***	from 10th October 2017 to 15th February 2018.
2.	Content Writing- Virtual Internship	*K4 media* a Jaipur (Pink City) based company specialized in internet and interactive media development	2018 to 2020 (2years) Links available: https://www.k4craft.com/author/swati/ https://www.kidpid.com/author/swati/
3.	Teacher-Class 6 to 8°h Social Studies. 9°h and 10°h Social Studies 11th and 12th Economics	A School of Gurukul. Digiya, Jaitpura, Varanasi.	27 /February /2021 — 15 /July /2022. (1.4+ years)
4.	Assistant Professor-Commerce	Dhirendra Mahila P.G. College (affiliated to Mahatma Gandhi Kashi Vidyapeeth).	03/January/2023- 31/May/2024
5.	Assistant Professor-Commerce	Dr. Ghanshyam Singh Mahavidyalaya (affiliated to Mahatma Gandhi Kashi Vidyapeeth).	03/October/2024- Present.

IT SKILLS:

- Tally Advanced
- Course on Computer Concepts (CCC)
- MS WORD

EXTRA ACTIVITIES:

- Certificate of participation for actively participating in one day workshop on 'Ozone Layer, Climate Change and Environmental Conservation – A Need of 21st Century' on 16th September 2025.
- Certificate of Appreciation for completing 30 hours Digital Marketing Workshop by Digital Growth World from 6 to 21May. 2024.
- Certificate in Pradhan Mantri Kaushal Vikas Yojana: Sales Associate Course.
- Certificate Of National Accounting Talent Search 2019-20 from Indian Accounting Association.
- Diploma in German Language (Year-2020) from Sampoornand Sanskrit University, Varanasi.

STRENGTH:

- Positive attitude towards work

- Focused and confident.
- Good communication and writing skills in English as well as in Hindi.
- Innovative and artistic.
- Cooperative in nature.
- Empathetic nature and understanding

LANGUAGES KNOWN

1. English : Fluent
2. Hindi : Native
3. German: Basic

PERSONAL PROFILE:

NAME	Ms. SWATI SARRAF
FATHER'S NAME	Mr. BHAGWAN DAS
MOTHER'S NAME	Mrs. UMA DEVI
NATIONALITY	Indian
LANGUAGES	English, Hindi, German
HOBBIES	Reading books and novels, Writing Articles, knowing various Cultures.

DECLARATION° - All the information mentioned in the Curriculum Vitae is correct to the best of my knowledge and belief.

Signature: Swati Sarraf

Place: Varanasi