



# LALITA

# TAMBE

## ASSISTANT PROFESSOR

## CONTACT

9226472905

tambelalita1@gmail.com

Sadavali (Devrukh)

## EDUCATION

2021 - 2022

AS P (ATONOMOUS)

- Masters in Geography with 79 per cent.

2013 - 2016

MUMBAI UNIVERSITY

- Masters in Pali (Literature)

2009 - 2010

BACHELOR DEGREE

- From Chetana's College

2006 - 2007

- H S C - Maharashtra State board

2004 - 2005

- S S C - Mumbai State board

## LANGUAGES

- English
- Marathi
- Hindi
- Pali

## PROFILE

Experienced office administrator and academic mentor with over 9 years of expertise in administration, mentorship, and research. Proven skills in office management, staff coordination, and conducting workshops. Strong academic background in Pali literature and geography, with additional proficiency in digital tools and geospatial technology.

## WORK EXPERIENCE

Office Administrator

2010 - 2019

- Jayesh Enterprises

- Managed office correspondence, handled complaints, and responded to queries.
- Oversaw travel arrangements and ensured smooth travel management for staff.
- Monitored staff attendance and ensured compliance with HR policies.
- Coordinated and maintained overall office administration efficiently.

- Academic Mentor

Mumbai University, Department of Pali

- Guided M.A. (Pali Literature) Part-1 students through academic and research challenges.
- Assisted in developing academic resources and facilitating workshops.

### Assistant Professor

- Geography Department - ASPC

2022 - Till date

- Deliver lectures to Undergraduate students and Postgraduates students.
- Practical Sessions to Postgraduates students.
- Develop and update course content.
- Assisted in developing academic resources and facilitating workshops.
- Guide students in projects and fieldwork.
- Participate in departmental activities and meetings.
- Assist in organizing seminars, workshops for students and faculty.

## TECHNICAL SKILLS

- MS-CIT Certification
- Proficient in MS Office
- Internet Handling & Outlook Management
- Typing Speed: 45 WPM (English)

## ACADEMIC ACHIEVEMENTS

- NCC Cadet: Completed a 3-year NCC course with 'B' and 'C' Certificates
- Rifle Shooting: Skilled in 0.22 and air rifle shooting.
- Certifications: Civil Defense, First Aid, and Fire Fighting courses completed.
- Effective Communication
- Critical Thinking

## PERSONAL DETAILS

- Name: Lalita Rohit Tambe
- Address: 302, Ajay Apartment, Sahyadri Nagar, Sadawali, Sangameshwar, Dist. Ratnagiri - 415804
- Date of Birth: 4th March 1988
- Marital Status: Married

## SEMINARS & WORKSHOPS ATTENDED

- Basics of Quantum GIS: National Workshop (Jan 15 - Jan 20, 2024)
- Digital Image Processing: International Workshop (Jan 10 - Jan 28, 2023)
- Research Methodologies in Social Science: National Workshop (Aug 28 - Sep 14, 2023)
- Tools for Effective Literature Review: National Workshop (Feb 17, 2023)
- Research Methodologies in Geography: National Workshop (Oct 7, 2021)
- Faculty Development Program (FDP): National Program, Anandibai Damodar Kale College (Feb 22 - Feb 28, 2023)
- Faculty Development Program on SPSS: National Workshop (Oct 25 - Oct 31, 2023)
- Emerging Trends in Education: International Collaboration Workshop (Feb 25, 2023)

## SKILLS

- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

## DECLARATION

I hereby declare that the above-mentioned information is true and accurate to the best of my knowledge.

**Lalita Rohit Tambe**