

## **RESUME**

### **JYOTI SHARMA**

CMT Colony, Dehariya

Rampur Road, Haldwani (Nainital)

Cell No.- 7983828646, 6398159092



### **OBJECTIVE -**

To work hard in challenging atmosphere which provides ample opportunities for learning and growth as an individual and the organization as a whole.

### **ACADEMIC QUALIFICATION -**

- Passed High School from U.P.Board.
- Passed Intermediate from U.P.Board.
- Graduation from Delhi University in English.
- Double Post Graduation (M.A) Political Science and Sociology from Rohailkhand University Bareilly.
- Upadhi Hindi Sahtiya Sammelan, Allahabad "**Sahitya Ratna**".
- Upadhi in Sanskrit - "**Shasthya**" from Varanasi University.

### **PROFESSIONAL QUALIFICATION -**

- Bachelor of Library and Information Science (B.L.I.S) from Rajrishi Tandon Open University, Allahabad in 2007 with I class.
- Nursery Teacher's Training Course from New Delhi with I class.
- Typing Diploma in Hindi and English from Modern Commercial Institute Bilari Moradabad.
- Diploma in Computer Literacy Programme from I.G.M Computer Education Bilari, Moradabad.

### **PROFESSIONAL EXPERIENCE -**

- Currently working in Swastyayan Public School ( Branch of MIET Kumaun) under Mrs. Rajnikanta Mam.
- Worked as a TGT in Scared Heart Sr. Sec. School, Haldwani.
- Worked as a Hindi and Sanskrit Teacher & Activity Teacher in Cynthia Senior Secondary (Busy bees) Haldwani.

- Worked as a Hindi, Sankrit TGT with SKM Senior Secondary School Haldwani (04 Years).
- Worked in Political Science Department in K.G.K Degree College Moradabad.
- Worked as a Librarian in Teerthankar Mahaveer University (Technical University) Moradabad.

### **KEY SKILLS -**

- Conduct small group and individual classroom activities with students based on differentiated learning needs to ensure all students are learning at full potential.
- Organize parent teacher conferences to maximize student learning opportunities and develop forward thinking plans to correct ongoing issues.
- Encouraged students to be understanding with others.
- Used the positive reinforcement method to redirect poor behavior.
- Assigned lessons and corrected homework.
- Facilitated activities that developed student's physical, emotional and social growth.

### **PERSONAL DETAILS -**

Date of Birth	:	05 Jan. 1977
Husband's Name	:	Mr. Gaurav Sharma
Nationality	:	Indian
Marital Status	:	Married
Gender	:	Female
Language Known	:	English, Hindi & Assamiya
Strength	:	Positive attitude and Hard working
Permanent Add	:	As above

I am sure that you will definitely let me bring into play my capabilities. I assure you that I will leave no stone unturned to make myself fall short of your expectations.

Date...../...../.....

Place .....

**Signature.....**

