

# Priya Sharma

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### OBJECTIVE

Seeking for a challenging position in a reputed organization which provides opportunities for professional growth and advancement and utilize the experience acquired in becoming a valuable team member in organization.

### PROFILE SUMMARY

* Experience as English and Computer Teacher (INDIA and Thailand)
* Experience in Training and development Personal Management and Human Resource Management
* Responsible for orientation on the company policies and practices.
* Capable of promoting training evaluation model in the organization
* Experience at managing HR Department with Recruitment, Training, Co-ordination, Inductions, and Personnel Management.
* A quick learner with the ability to work under pressure and meet deadlines
* An effective communicator with strong people skills and ability to relate with people at any level of business and management.

### Teaching SKILLS

* Excellent spoken and written communication skills
* Effective listening skills
* Creative skills and ideas for planning practical and interesting lessons
* Excellent planning and organization skills
* A friendly and confident manner
* The ability to work well under pressure
* A flexible approach to work
* Cultural sensitivity, tolerance and patience

### Responsibilities

* Plan, prepare and deliver lessons to a range of classes and age groups
* Prepare and set tests, examination papers and exercises
* Mark and provide appropriate feedback on oral and written work
* Devise, write and produce new materials, including audio and visual resources
* Organize and get involved in social and cultural activities such as sports competitions, school parties, dinners and excursions
* Attend and contribute to training sessions
* Participate in marketing events for the language school
* Prepare information for inspection visits and other quality assurance exercises
* Undertake administrative tasks, such as keeping student registers and attendance records.

**TECHNICAL ORGANISATIONAL EXPERIENCE**

**Hector Realty Private Limited.** June 2017-Mar 2018

**Assistant Executive - Human Resources**

### Responsibilities:

* Driving Training and Development system.
* Implemented Technical and Behavioural Training need for the clients.
* Introduced Performance Management Agenda on the line through Traineeship and Confirmation Appraisals.
* Responsible for Employee Engagement through collaborative working in the organisation.
* Coordinate interviews at all phases of recruitment process for the candidates.
* Responsible for sourcing quality candidates.

## Highlight:

* Successfully hired new regional Teams in different part of India.
* Coordinating with Sales Team and performance evaluation, Incentive Disbursement.
* Implemented HR Policies.

**Apex Cluster Development Services Pvt,Ltd. Sep 2016-March 2017 Profile:** Web Designer.

## Responsibilities:

* Design websites and maintain database by using SQL servers.
* Tools used: Photoshop, Corel draw

### EDUCATION

* **Master of Computer Application** from Lovely Professional University Jalandhar(Punjab) India 2013
* **Bachelor of Computer Application** from Lovely Professional University Jalandhar (Punjab) India 2011
* **140 hour TEFL/TESOL course, Destination TEFL Bangkok** [(www.destinationtefl.com)](http://www.destinationtefl.com/)

TEFL Qualification – 140hr in class, with observed teacher practicums

* **Hr cetification from udemy**

### Technical skills:

* Web Technologies HTML, CSS, JavaScript-Query,C,C++
* Database SQL Server 2008
* Operating system Windows
* Application Packages Ms Office

### Extra-Curricular Activities

* Participated in various Inter - College Seminars and Group Discussions.

### Personal Details Priya Sharma

**Passport No. P5207362**

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# Date: Signature