

SHEETAL MALHOTRA

WZ-795, RISHI NAGAR

RANI BAGH

New Delhi – 110034

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Career Objective: My aim as an experienced educational professional would be to make a mark in the history of education and lay down all my potential at stake in making the mark come true. I would also like to render my knowledge and experience to the people working under me.

SUMMARY OF QUALIFICATIONS

COURSE	INSTITUTION	YEAR	DIVISION
M.A (ENGLISH)	I.G.N.O.U	2006	II nd
B.A (ENGLISH HONS)	DELHI UNIVERSITY	2001	III RD
XIIth	C.B.S.E BOARD	1998	1st
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Professional Experience

- **Bitcom Services Pvt. Ltd- IGNOU Study Centre Code: 0784**
- Working as a Guest faculty of English
- **PCTI Group – IGNOU Study Centre Code: 0731
(March 2014- till date)**

Guest Faculty of English

- Delivering lectures to English Hon's and Child Psychology enrolled students of IGNOU
- Delivered lectures to Fundamental and certificate enrolled students of IGNOU
- Developing skills and providing placement assistance to students
- Content Development for IGNOU
- **Approved Academic Counselor of BCS- 55 & MCS -15
(Code of BCA/MCA Course)**

- **Florence Polytechnic (Jan 2013- March 2014)
Faculty of Management**
- Delivering lectures to group of students and using advanced teaching techniques to inspire and motivate them for higher level qualifications and then employment.
Involved in recruiting and interviewing potential new staff.
- Organized, implemented and monitored programmes and assessment
- Responsible for preparing learning material for courses and devising relevant practical activities.
- Involved in course team activities and curriculum developments for students.
- Participated in the interviewing of potential students.
- Experience of applying for external grants.

➤ **Softdot Hi-Tech Educational & Training Institute
(August 2008- Dec 2012)**

Faculty of Management Cum Assistant Coordinator

- Delivering scheduled lectures to the assigned classes
- Arranging periodic performance evaluation tests and providing detailed feedbacks about areas of improvement
- Accomplishing regular classroom debates to raise the students interests and understandings of the subject
- Handling the queries of students
- Counseling students as per their academic needs

➤ **Disha Institute (March 2007 - April 2008)**

Faculty of English

- Conducted regular lectures and seminars
- Conducted Role Play and Extempore Sessions

➤ **Bachpan Corporate Office.(March 2006 - Feb 2007)**

Office Co-ordinator and Training Executive.

- Conducted Training Sessions for Nursery Teachers

➤ **Gurukul Institute Of Advance Studies (02 Years)**

English Teacher

- To maintain schedules

Summary of Experience:

- Tremendous teaching experience and wide exposure to different aspects of the job profile
- Uncommon teaching aptitude and a great affection for all related job duties
- Great concern regarding the students difficulties, both academic as well as personal
- A great problem solving attitude and ability to counsel students in overcoming their educational obstacles
- Perfect knowledge of all the modern teaching aids and ability to apply them effectively
- Proficiency in computer handling and web browsing

Key skills:

- Excellent explanation skills.
- Can teach the students as per their level.
- Good communication skills.
- Computer savvy.
- Aware about the various teaching techniques.
- In depth knowledge of the subjects.
- Can speak for long time.
- Patience.

Hobbies:

- Interaction with children
- Teaching
- Reading Books
- Learning new things

Personal Information:

- Husband's Name Mr. NITIN MALHOTRA
- Date of birth November 19th, 1980
- Nationality Indian
- Marital Status Married
- Language Known English , Hindi

Sheetal Malhotra