

Rakhi Sharma

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Address: #2306, Urban Estate, Phase 2, Patiala, India

Professional Summary

Experienced Vocational Trainer specializing in skill-based education aligned with the National Skills Qualifications Framework (NSQF). Proficient in delivering both practical and theoretical instruction, using digital tools for enhanced learning. Strong track record of mentoring students and aligning curriculum with industry standards to improve employability.

Core Competencies

- Retail Vocational Training (NSQF)
- Curriculum Development & SSC Alignment
- Practical and Theoretical Instruction
- Digital Education Tools Integration
- Student Mentorship & Career Counseling

Professional Experience

- Vocational Trainer (Retail)

Centum Works Skills Pvt Ltd | Patiala, India | Mar 2019 – Present

- Delivered NSQF-aligned vocational training to senior secondary students in the Retail domain.
- Conducted practical and classroom-based instruction per SSC and NSDC guidelines.
- Mentored students for job readiness and career advancement.
- Integrated digital tools to improve engagement and understanding.

- Vocational Trainer

Empower Pragati Vocational and Staffing Pvt. Ltd | Patiala, India | Dec 2007 – Mar 2019

- Delivered vocational training aligned with NSQF standards.
- Organized industrial visits and assessments.
- Provided guidance for employment and self-employment opportunities.

- Vocational Trainer

IL&FS Skills | Kapurthala, India | Aug 2015 – Jun 2017

- Taught NSQF-aligned vocational courses.
- Applied innovative methods to improve teaching quality and student performance.

- Finance Accountant

Natraj Group of Finance | Patiala, India | Jul 2014 – Jul 2015

- Created financial reports and managed cash flow.
- Developed and monitored financial planning strategies.

Education

Master of Business Administration (MBA)

College of Management and Technology | Bathinda, Punjab | Aug 2012 – Jul 2014

Bachelor of Business Administration (BBA)

College of Management and Technology | Bathinda, Punjab | Aug 2009 – Apr 2012

Languages

- Hindi
- Punjabi
- English