# BHUMIKA SHARMA

# **Career Objective**

*A challenging assignment sought in a professionally managed organization where the working environment not only supports but also encourages creativity and innovation, provides opportunity for learning and where knowledge and skill can benefit the overall objective of the employer.*

**Personal Details**

* Father’s Name : Late Sh. Anil Sharma.
* Date of Birth : 23rd July 1984.
* Address : A-902 , Chintels Paradiso

Sector-109, Gurugram.

* Contact No. : 9910067470
* Email : bhumi23s@gmail.com
* Nationality : Indian
* Marital Status : Married

**Educational Profile**

* B.Ed from MDU Rohtak with 68% score
* M.A in English from MDU, Rohtak with 80% score
* CTET Paper 2 Certified with 78% score
* Passed class 12th from CBSE with 87% score
* Passed class 10th from CBSE with 78% score

**Skills**

* Critical Thinking
* Multitasking Abilities
* Verbal and Written Communication
* Online Teaching
* Homework Assignment Planning
* Student-Centered Learning
* Parent Communication

**Experience Synopsis**

*Total Experience –10 yrs +*

* ***April 2021 to till date***

**Working with Euro International School as TGT-English**

Job Profile includes responsibilities such as:

* Preparing and implementing lesson plans covering required course topics.
* Leading interesting and diverse group activities to engage students in course material.
* Preparing comprehensive English curriculum for multiple classes.
* Planning dynamic lessons to increase student comprehension of books and literary concepts.
* Administrating assessments and standardized tests to evaluate student progress.
* Consulting with teachers in other disciplines to identify and adopt successful instructional strategies.
* Exploring and implementing innovative use of technology in language education.
* Working with administrators on behavioral issues to support needs of students.
* Cultivating relationships with parents for complete support network.
* Keeping classroom organized, clean, and safe for students and visitors.
* Helping students develop important learning skills and good study habits useful in trade school or college education.
* Communicating, consulting and providing feedback to the parents of students during PTM or as and when required
* ***April 2018 to Sep 2018***

**Worked with Alphabyte- The Learning Terminal, as a Program Manager**

Alphabyte is a ‘Tech-n-Brick company which offers some of the world’s best Education Programs by combining Ed-Tech and high quality teaching learning ecosystems. The Activities included, Robotics, Makers LAB, Logical Reasoning, Advance Mathematics and Theatre

**Job Profile included responsibilities such as:**

* Responsible for regularly interacting and counselling parents regarding the program to ensure new admissions and retention of students.
* Conducting Robotics classes and delivering the Program to students.
* Managing the administrative activities of the branch like bill payments, fee deposits and receipts, supervision of helping staff, maintenance, vendor management etc.
* Conducting concept building classes and explaining the topics to the students on the tablets provided.
* Conducting STEM classes under Maker’s Lab and making the kids understand various science concepts through the experiments.
* ***June 2008 to June 2013***

Worked with **Canara HSBC OBC Life Insurance Company Ltd, as Senior Relationship Manager.**

**Job Profile included responsibilities such as:**

* Strategizing and implementing Special initiatives and Sales Promotion activities for the branch
* Managing referrals and lead management process
* Involving a team of SPs (Specified Persons to sell) in training and development
* Involving in Work site activities like making Corporate Presentations
* Relationship Management with the Sales Manager and Branch Manager to ensure business generation and Licensing Activity Management for the SPs
* Monitored issues carefully and reached out to customers to provide immediate resolution and maintain satisfaction.
* Planned and attended meetings with clients to cultivate and grow partnerships and opportunities.
* Developed new banking relationships with business prospects.
* Networked with accountants and attorneys to develop business.
* Worked with branch partners to maximize sales efforts to business customers and cross-sell other products and services.
* Researched current trends to identify prospective customers and determine specific needs.
* ***Nov 2006 to Jan 2008***

Worked with **Citibank N.A., as Relationship Manager**- Sky branch

**Job Profile included responsibilities such as:**

* Asset Allocation and Portfolio Management
* Built and maintained relationships with new and existing clients while providing high level of expertise.
* Developed and cultivated lucrative relationships with both new and existing clients through effective communication and exemplary interpersonal skills.
* Communicated regularly with clients to understand needs, evaluate current product use and cross-sell new products.
* Achieved goals for sale of bank products and services and exceeded performance metrics for customer service.
* Generated new business and referral clients in partnership with financial advisors and branch team.
* Planned portfolio solutions after carefully analyzing clients' financial health and future requirements.
* ***Jan 2004 to May 2005***

**Worked with Bajaj Allianz Life Insurance Company Limited as Financial Services Consultant, with Bancassurance Channel.**

Bajaj Allianz is in Bancassurance tie up with Standard Chartered Bank & is networking through 4 channels namely as Priority Banking, Excel Banking, Shared Distribution Team & out Bound Sales Team. I have managed insurance for Priority Banking (South Cluster) with a team of Relationship Managers for the initial eight months, and after that I took care of the Parliament Street Branch, New Delhi of Standard Chartered Bank.

###### **PERSONAL ATTRIBUTES**

Sincere and hardworking, born and brought up in India. My interests include Adventure Trips, Driving and Cooking. My strengths are positive attitude, sincerity and working **above** pressure.

**Bhumika Sharma**