**Curriculum Vitae**

***Sarika Sharma***

Gurgaon, Haryana

Mobile No. - +91 98187 08509, +91 9560791709 **E-mail ID- sarikamzn@gmail.com**

**CAREER OBJECTIVE:**

* To contribute with expert level services within a digital era. Applying education and Library Science to utilize my skills set towards mutual growth in organization of the world class practices in this field.

**EDUCATIONAL QUALIFICATION:**

**B. Lib, B.Ed., M.A. (Economics), M. Lib.**

* Post-Graduation (M.A.) in Economics from C.C.S. University, Meerut.
* Master of Library Sciences (M. Lib) from Uttarakhand University, Roorkee, Garhwal.
* Batchelor of Library Sciences (B. Lib) from H.N.B.University, Roorkee, Garhwal.
* Bachelor of Education (B. Ed.) from M.D. University, Rohtak.

**PROFESSIONAL QUALIFICATION:**

* Certificate- **Course on Computer Concepts** (CCC) from National Institute of Electronics and Information Technology, New Delhi [(www.nielit.gov.in](http://www.nielit.gov.in/) Ministry of Electronics and Information Technology, Government of India)
* 6 Months Diploma in Computer Applications from Government Polytechnic under sponsorship scheme of HRD Ministry, Govt. of India.

**WORK EXPERINCE:**

**Working with American Public School (CBSE affiliated) in Gurugram, as Teacher & Senior Librarian.**

* Worked with **Euro Group of Schools**, Gurgaon Since Nov. 2012 to March 2015
* Worked with **Cradle of Management Institute, New Delhi**, as Librarian. (May.2007 to Feb. 2008)
* Worked with **Vivekanand Public School, Muzaffarnagar,** as a Teacher (July 2002 to December 2006)

**INTERNATIONAL WORKSHOP / PARTICIPATION:**

* Visited to an innovation workshop of children in Europe as mother teacher for their participation at Italy during year 2022.

**Job Description:**

# Key Deliverables: as Teacher

* Modern approach towards teaching and development of students with use of technology  Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
* Instruct and monitor students in the use of learning materials
* Managing student behavior in the classroom by establishing rules and procedures.
* Organizing the classroom and learning resources and creating displays / smart class to encourage a positive learning environment.
* Planning, preparing and presenting lessons that cater for the needs of the different ability range within their class.
* Participation in school events and activities
* To be responsible for the course completion, assessment (setting of paper, correction, report writing), collection of evidences of learning for their respective students and meeting parents.
* Discussing feedback of the students with the parents in meetings held time to time.
* Observe and evaluate student's performance and development.
* Adhering to the policies in force or introduced from time to time and implementation.
* Perform any other task assigned by the Principal/School authorities to ensure smooth functioning of the Department and School.

# Key Deliverables: as Sr. Librarian

* To plan and manage the development of the school library in consultation with management / the Principal to establish and implement library policies and procedures
* Managing library using classification, cataloging, record keeping, entering GRNs, Indent of Books, record of issuance card, memberships.
* Coordination for book fairs, attendance, Visitors management, housekeeping, store & with Estate for regular upkeep of Library etc.
* Circulation of library resources and ensure that all the library books are allocated Accession Numbers and Book numbers.
* To ensure that the school library resources are in compliance with the norms issued by the Department of Education, & CBSE, Delhi.
* Preparing annual library budget proposal and Identify high quality resources including e resources, which meets the reading & information needs of the users (students & teachers), as per school requirements.
* Develop and manage convenient, accessible library services
* Order materials and maintain records for payment of invoices, to prepare reports related to library.

**PERSONAL DETAIILS:** Date of Birth *:* 10th April, 1980

Gender *:* Female

Marital Status *:* Married

Nationality *:* Indian

Languages Known *:* English & Hindi

Hobbies:Painting, teaching, plantation-gardening, selecting study material of Library.

## Place: Gurugram (Sarika Sharma)