

MONIKA SHARMA

Flat No-T/11,1402
Takshila Heights Sector 37C
Gurgaon -122001, Haryana

Mobile: 9911216644
E-mail:monikasharmatls@gmail.com

OBJECTIVE

To work for an Institution which offers development and growth potential, to benefit the institution, to further build upon my capabilities and advance my career keeping in mind my working principles, the 3D's - Determination, Dedication and Discipline.

भावी पीढ़ी को सुशिक्षित व संस्कारवान बनाना ही शिक्षक का श्रेष्ठ धर्म है |

EXPERIENCE

Worked with Blue Bells Model School, Sector-4, Gurgaon from 2004 to 2006.

Worked with Delhi Public School, Sector-45, Gurgaon, from March 2006 to March 2020.

WORKING AS HEAD OF THE DEPARTMENT, HINDI AT LOTUS VALLEY INTERNATIONAL SCHOOL, GURGAON.

Role

- **As a Subject Teacher**

- ✓ Handled 50 students in a class.
- ✓ Engaged them in some or the other creative activity.
- ✓ Preparation of results.
- ✓ Delivered lectures on life Skills and moral values.

- **As a House Warden**

- ✓ Selection of students for various activities.
- ✓ Delegating work to co-teachers.
- ✓ Taking Interview of senior children for school posts.
- ✓ Making circulars.

- **Editor of the Hindi section of school magazine 'Pallav' since 2010- 2018**

- ✓ Writing an editorial.
- ✓ Collecting the articles from children.
- ✓ Selection of the articles.

- ✓ Proof-reading and closing the issue.

- **Worked as a Subject Coordinator**

- ✓ Finalizing the syllabus for the Year for senior classes. (BASED ON NEP)
- ✓ Co-ordinate with subject teachers to close the finalized syllabus.
- ✓ Deciding the formative Assessment Activities to be done in class.
- ✓ Making Question papers for Formative and Summative Assessment.
- ✓ Worked as a Subject Counselor and public speaking.
- ✓ Accompanied children on school trips and picnics.
- ✓ Prepared various lesson plans for school and CBSE apps.

- **Dramatics Society**

- ✓ Prepared children for various activities like Debates, Street Play.
- ✓ Elocution and Interhouse and Interschool Recitation Competition.
- ✓ Accompanied children for various Interschool events.
- ✓ Coordinated and in-charge of theatre in School Founders day program and worked as in-charge of Hindi club.
- ✓ Wrote scripts and poems on various topics.
- ✓ Worked as in-charge of Hindi Olympiad.

ACCOLADES:

- Received letter of appreciation for my work done in managing the Sports Day.
- Received letter of appreciation for commitment to all duties assigned.
- Received letter of appreciation towards my commitment and dedication shown at the inter DPS street play competition hosted by the school.
- Received appreciation for writing script of House function.

EXTRA-CURRICULAR ACTIVITIES

- Attended workshop on NEP from CBSE and other Resource persons.
- Personality Development, CCE based teaching, Positive Discipline, Effective Teaching of Hindi Language.
- Attended two-day workshop on Motivation and Goal setting.
- Attended workshop on Rajbhasha National Conference held in Delhi.
- Attended subjective workshop in Bhasha Sahitya Utsav, Delhi.
- Presented programs named '**Dil se Dil tak**' and '**Sanskarshala**' at All India Radio.
- Performed in Children's Day Celebration.
- Invigilation in external examination like CBSE, IIT, HTET, CTET, JEE – ADVANCE.
- Represented the Hindi Association as a President.
- Represented Dramatics Society as President.
- Represented Debating Society as a President.
- Served NSS society as a president.
- Event in-charge of Debates and Recitations in College Fest.

- Won Prizes in Debates, self-making poetry, poetic recitation, gazals and elocutions at School and College Level.
- Won state level prize in Table Tennis, National level prize in Badminton and in Races.
- Invited by Indraprasta literature festival, Delhi as stage conductor and short stories discussion panel.
- Regular invitee by radio, NGF and All India Radio literary panel.
- Invited by many news channels for KAVI SAMMELAN and Motivational speaking.
- Providing special classes and workshop on storytelling, poetry, dramatics and special teaching methods for NRI students.

EDUCATIONAL QUALIFICATIONS

Pursing Ph.D. in Hindi.

- B. Ed from Charan Singh University, Meerut in 2005.
- Post Graduation in Hindi from Dr.B.R Ambedkar University, Agra in 2002.
- Graduation in Hindi (H) from Saraswati College M.D.U, Rohtak, in 2000.

COMPUTER SKILLS

- Ability to take smart classes
- Basics of Computer
- MS Office (Word, Excel, Power Point)
- Web Browsing
- Windows: MS-Dos, Windows 98, Windows XP, Windows 8 and 10

SKILLS

- Leadership skills
- Good communication skills
- Excellent Interpersonal skills
- Ability to motivate people
- Always try to be a part of solution
- Keen to try and learn new things

PERSONAL DETAILS

- Date of Birth : 14th March 1980
- Marital Status : Married
- Language Known : English, Hindi
- References : As and when required

Date: 11th January, 2021

(MONIKA SHARMA)