Resume

**VARSHA ASHISH SHARMA**

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| --- | --- | --- | --- |
| **ACADEMICS** | | | |
| **COURSE** | **NAME OF INSTITUTE** | **YEAR OF**  **PASSING** | **PERCENTAGE** |
| BASIC COMPTURE | PAGRATI INSTITUTE | 2008 | GRADED B |
| TALLY | PAGRATI INSTITUTE | 2011 | GRADE A |
| B COM | PUNE UNIVERSITY | 2015 | 50% |
| CLASS Xll | GURU NANAK JUNIOR COLLEGE | 2012 | 48.28% |
| CLASS Xll | GURU NANAK HIGH SCHOOL | 2010 | 45% |

**Special skills**

1. Knowledge of MS WORD,EXCEL,TALLY

2. Knowledge of 3 Language (English,Hindi,Marathi)

3. Expercise of taking Tuitions

**STRENGTHS:**

Good communication skills

Reading,Dancing

**Employment History**

Taking Tuitions LKG 3yrs

Working in Abhijeet Services taking LIC cheque and cash and Receptics 2yrs

Working in Hello Kids Rise for 1 Years Experience

**Personal Profile**

**Permanent Address :**  Sam panda complex ,Flat no.50,

3rd Floor,110/111/113,Ganj Peth,

Pune-411042

**Email** : varsha08sharma@rediffmail.com

**Contact No. :** 8624910079 / 8446020302

**Date of Birth :** 17th August 1987

**Gender :** Female

**Language Know :** English, Hindiand Marathi

**Status :** Married

**Nationality :** Indian

**Educational Qualifications :-**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Exam** | **Name of Board** | **School/College** | **Year of Passing** | **Subject** | **Percentage Grade** |
| SSC | State Board | Guru Nanak High School | 2010 | 6 | 45% |
| HSC | State Board | Guru Nanak High School | 2012 | 6 | 48.28% |
| B.Com | Pune University | Pune University | 2015 | 9 | 50% |
| ECCE | Institute of Education and Career Development | Shree Vijay Vallabh School | 2017 | 5 | Grade B (plus) |

**Hobbies :**

Reading Books

Dancing

**Work Experience :**

Taking private tuitions Lkg to std 5th for 4 years

Working in Abhijeet Service taking LIC cheque and cash and Recepitcs 2yrs

I m working in Hello Kids Rise pre school 1 years

Application Letter

To,

The Principal,

Subject : Application For the post of a teacher

Respected Madam/Sir,

I have always been on working with children to nature their growing Minds

And fulfill their early educational needs.

I have complete my Diploma in Early Child Care and Education at Institute of Education and Career Development.

I am eclosing this application with my resume giving my personal details, education qualification, experiences experiences and hobbies for use

If you give me opportunity, I will work with sincerity and I give best of my ablity

Thanking You,

Your’s Faithfully,

Varsha Ashish Sharma

86249210079, 8446020302

Alternative Number:

9890838372