

Contact
Tel: +91-8799745978, 7906464298 e-mail : sharmabobby36@yahoo.in , jyotikhanna11@gmail.com CAREER OBJECTIVE

RESUME

JYOTI SHARMA

Profile	
Objective	My primary objectives is to be hardworking and an economic asset to an esteemed organization and sincerely strive for continues up-gradation of knowledge and self-talented.
Personal Skills	<ul style="list-style-type: none"> • Self-motivated, hardworking and goal-oriented • Good communication skills

Key Skills
<u>Functional Skills:</u> <ul style="list-style-type: none"> ❑ Innovative and creative skills towards any project allotted ❑ Knowledge of working with a school as a trainee, Counselor and Teacher ❑ One year diploma in primary teacher training in 2002 from Vidya Institute (Delhi) ❑ Early Childhood Care and Education from Bal Bhawan <u>Technical Skills:</u> <ul style="list-style-type: none"> ❑ Awareness : Basic Knowledge of Computer <div style="margin-left: 100px;"> Microsoft Office Knowledge of World Wide Web </div>

Education

QUALIFICATION	YEAR	BOARD/UNIVERSITY	INSTITUTE
Graduation	2002	Bachelor in Arts	Delhi University
Senior Secondary	1999	CBSE	Presentation Convent New Delhi
Secondary	1997	CBSE	Presentation Convent New Delhi
Work Experience			
<ul style="list-style-type: none"> ❖ Presently working with Little Planet Pre School and Day Care as an Day Care Coordinator ❖ Worked as an Admission Counselor in Vidyanjali Pre School and Day Care for 2 years ❖ Worked as an Admission Counselor, Tele- caller ❖ Worked as a Trainer in St. Girls School at West Patel Nagar ❖ Worked as a Trainer for 6 months in Mother's Pride ❖ Worked as Class Teacher (II Standard) at Arya Public School for 1 year ❖ Taught in Modern Cambridge School for Prep Class 			

Language Known :- Hindi, English

Hobbies:- Reading, Writing

Personal Information	
Name :	Jyoti Sharma
Husband Name	Gaurav Sharma
D.O.B	13/07/1981
Permanent Address	1832, Rani Bagh, West Delhi, Delhi