**NIDHI N. SHARMA**

**Tel: 9340899807 (M), E-mail: ruchi1975sharma@gmail.com**

***Seeking assignments in academic industry with a high growth oriented institution of repute***

**Snapshot**

A competent academician with around 10 years of varied experience in the areas of Teaching, Admission Procedures and Co-curriculum, in Education industry. Presently working with Pestle Weed College as PGT(English) as well as a HouseMistress**.** Proficient in communicating with academia & their wards and imparting training to future of the country.

**Education**

* **M.A (English), 2011 – 13** from Surguja University
* **B.Ed (Integreted), 2009 – 10** from Indian Institute of Professional Studies, Lucknow
* **Bachelor in Humanities, 1999** from Calcutta University

**Organizational Experience**

**Pestle Weed College Apr’15 – Present**

*Pestle Weed College is a relatively renowned institution established for bringing a paradigm change in the way education. It is a school with a difference in the city of Dehradun, the capital of Uttrakhand.*

*I am working here as a PGT English Teacher as well as a House Mistress.*

* *Worked as an Examiner for Board Classes*
* *Handling every registration work for board classes making LOCs and uploading it*
* *Preparing the students for Inter House and Interschool Debates and MUNs*
* *Organizing S.st quiz, Declamations & Elocutions*

***Guru Nanak Fifth Centenary School Apr’14-Mar’15***

It is a famous school in the town of Mussoorie. I worked here as a PGT English Teacher and had better experience of boarding school. Had a Personal and Professional growth.

**Jogpal Public School June’10-Mar’14**

1. ***As Class Teacher (TGT) and English Teacher***

*-Accounted for imparting relevant knowledge and development of students as well as active involvement in the business development of the institution*

***Teaching***

* Teaching the text books prescribed, in the classroom
* Setting up of examination question papers
* Scrutiny of duly filled in examination answer papers
* Analyzing the development in the student and giving feedback and suggesting corrective action to the parents

***Co – curricular Activities***

* Organizing Inter – School Quiz Competition
* Managing Annual Function Activities
* Holding Sit & Draw Competition
* Involved in School Excursions and Educational Tours

***Admission and Administration***

* Organizing Admission Campaign
* Assisting the Management in chalking out Annual Calendar Scheduling
* Setting up Entrance Test Question Papers
* Guiding Non – teaching Staff in Administrative issues

**Little Rose Higher Secondary English Medium School Nov’03 – Apr’10**

*Little Rose Higher Secondary English Medium School is the first school in the town of Pathalgaon, Chattisgarh to impart education through English medium*

***As Class Teacher***

*- Accounted for teaching English and Maths*

***Teaching***

* Teaching English and Maths
* Preparation of question papers
* Scrutiny of answer papers

***Extra – curricular Activities***

* Dance activities during Annual Function of the school
* Actively involved in Annual Sports Day

**Personal Details**

Contact Address Mrs. Nidhi N. Sharma,

Academic world school

Bemetara

Date of Birth 16 April, 1974