

RESUME

Plot No. A-3, SWO, Block,
Green Triveni, Bad Pipli, Sikar Road,
Jaipur (Rajasthan). Pin. 302013.
Email: - rekhasharma_1@gmail.com.
Contact Number +91-7340585008
+91-9521690637

Smt. REKHA SHARMA

SUMMARY:

➤ Committed B. Ed Collage as Lecturer providing comprehensive supervision and support to students. Adept at creating an atmosphere conducive to learning while ensuring that the required curriculum is applied. Specialize in efficiently utilizing learning assets to foster a positive productive learning environment through astute observation and engagement.

WORK EXPERIENCE :

- One Year in Savitri Bai Fule TT Collage Sikar in year 2011-2012.
- **Nine year in Rawat Mahila B.Ed Collage Heerapura, Jaipur from July 2012 to 31 May 2021.**
- **In Vivek T.T. College kalwar, Jaipur from 2022- Present.**

EDUCATIONAL QUALIFICATION :

- Secondary in 1996 from Rajasthan Board of education with 59%
- Senior Secondary in 1998 from Rajasthan Board of Education with 58%
- Bachelor of Arts in 2001 from University of Rajasthan with 58%
- Master of Arts in 2003 from University of Rajasthan with 56 %

PROFESSIONAL QUALIFICATION :

- Bachelor of Education from Rajasthan University in 2008 with 71.55%
- Master of Education from Rajasthan University in 2011 with 70.65 %.
- NET-Jan-2017 Qualified.
- Pursuing PhD from "JAYOTI VIDYAPEETH WOMEN'S UNIVERSITY".

HIGHLIGHTS :

- Significant understanding of teaching concepts.
- Excellent ability to engage with students.
- Strong understanding of Student behaviors.
- Ability to put together customized lesson plans.
- Exceptional organizational skills.
- Outstanding communications abilities.

- Assembled detailed daily lesson plans in accordance with curriculum guidelines.
- Planned classroom activities and arranged for class field trips when appropriate.
- Reviewed student assignments and provided a fair evaluation of all work.
- Assisted with the selection of classroom materials.
- Responded to inquiries from parents.
- Ensured that students were welcomed into a positive environment conducive to learning.
- Established positive relationships with students and provided tutoring when necessary.
- Assessed student progress and adjusted lesson plans based on student abilities.
- Participated in regular meetings with the administrator to provide input.
- Handled disciplinary issues in accordance with Collage guidelines.
- Offered constructive feedback to students and parents.
- Maintained an inventory of classroom supplies.

PERSONAL INFORMATION :

Name : REKHA SHARMA
Father's Name : SHRI SITA RAM SHARMA
Date of Birth : 20TH JANUARY 1981
Sex : FEMALE
Married Status : MARRIED
Husband Name : SHRI VISHNU SHARMA
Contact No. : 07340585008

I solemnly affirm and declare that the above given information is true and correct to the best of my knowledge and nothing has been concealed by me.

Place : JAIPUR

Date :

(REKHA SHARMA)

To,
The Director / Principle,

Subject:- Applying for post of B.Ed. Lecturer in respect your concern.

Respected Sir/Madam,

With due respect that I am Rekha Sharma applying for the post of a lecturer in CIVICS/Political Science stream in your B. Ed. collage. I have come some sources.

I have Bachelor of Education and Master in Education degree in the Civics Subject. I have work experience of **one Year in Savitri Bai Phoole B.Ed Collage Sikar** and **9 Years in Rawat Mahila B.Ed. Collage, Heerapura, Jaipur.**

I am aware of your collage's reputation in the society and I am interested to be a part of this esteemed collage. I am enclosed RESUME along with this application latter.

You are there for requested to kindly inform me on my Mobile Number 07340585008 if you are impressed with my profile.

Thanking You,

Your Sincerely,

REKHA SHARMA