# CURRICULUM VITE MANJU SHARMA

Flat No. C401; Josan Height; Sec 126 Kharar; Mohali

***Phone No.: 09781336663, 09914626663***

***Email:*** [***manjusharmauna@gmail.com***](mailto:manjusharmauna@gmail.com)[***gauravsharmauna@gmail.com***](mailto:gauravsharmauna@gmail.com)

# OBJECTIVE

To achieve responsible and challenging position that will allow me to explore my capabilities, skills and sense of dedication towards my duties with the sole aim of seeing the progress of the organization.

# QUALIFICATION

***1996-1997:*** 10+2 **(72.25%);** Himachal Pradesh Board of School Education, Dharamshala.

***1997-2000:*** Bachelor in Science **(67.47%);** Himachal Pradesh University, Shimla

***2000-2001:*** Bachelor in Education **(61.81%);** Jammu University, Jammu

***2002-2004:*** Master in Science (Maths) **(68.75%);** Himachal Pradesh University, Shimla

***2006-2008:*** Master in Science (Chemistry) **(65.50%);** M.P.Bhoj University, Bhopal

Qualify the Central Teacher Eligibility Test **(CTET) July 2013**

Qualify Himachal Pradesh Teacher Eligibility Test **(HPTET) September 2013**

Qualify Haryana Teacher Eligibility Test **(HTET) February 2014**

# WORK EXPERIENCE

***Data Entry Associate at Sage Quark city Mohali:***

***Jan 2020 – Till Date***

*Responsibilities*

Providing support to operations for: extracting data by analyzing it and converting it into a proper format. While extracting create a template to ease the process and to maintain turnaround time. Analyzing customer files and segregating them to documents. Supporting operations with documents processing in times of heavy workload.

*Key efficiencies:*

Maintain production quality Achieve targets on daily basis

***Chemistry teacher at*** [***DAV Sr. Sec School, Lahore, Chandigarh***](http://davssslahore8c.com/) ***July 2016 – Sept. 2019***

*Responsibilities*

Preparing and giving lectures to students and conducting discussion on the topic taught Scheduling practical’s and inspecting equipment’s and components in labs

Assisting students in doing experiments in labs and taking safety precaution

Explaining chemical analysis to students using drawings and schematics Evaluating and grading class work, practical’s, and assignments of students Participated in faculty meetings and workshop training

***Chemistry teacher at Chemistry coaching center, Sec 15A Chandigarh May 2005– March 2007:***

*Responsibilities*

Preparing notes for the students Taking routine classes Conducting the QA sessions Solving the queries of students

# PERSONAL DETAILS

Husband Name : Dr Gaurav Sharma

Permanent Address : Flat No. C401; Josan Height; Sec 126 Chhaju Majra; Mohali

Date of Birth : May, 03, 1980

Sex : Female

Marital Status : Married

Nationality : Indian

Language Known : Hindi, English

I solemnly declare that the above information’s are true and correct to the best of my knowledge. I understand that if any information given above is found false/incorrect, my candidature is liable to be rejected.

**Date:**

**Place: (Manju Sharma)**