

# CURRICULUM VITAE

**KHUSHBOO SHARMA**

**Address- Mansarovar ,Jaipur ,302020**

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**CAREER OBJECTIV:** Seeking the position as an Assistant Professor/Teacher in your institution that give scope to enhance my knowledge skills and reach the pinnacle in this field with sheer determination, Dedication and hard work.

## Strengths

- Honest, dedicated toward work and always like to speak truth
- Good organizational skill set & very quick at learning new things.
- Self-motivated and an effective team worker with strong interpersonal skills.

## Education Summary

Degree / Class	Year	University/ Board	Percentage
MBA	2017	DR. A.P.J. Abdual Kalam Technical University	70.02%
M.Phil	2015	Dayalbagh Deemed University	7.67 (CGPA)
M.com	2014	Dayalbagh Deemed University	7.76(CGPA)
B.Com	2012	Dr. Bhim Rao Ambedkar University	71.89%
Sr.Sec Education	2009	UP Board	63.40%
Secondary Education	2007	UP Board	60.00%

- **Qualified “NTA UGC NET” in COMMERCE with 98.10 percentile in Dec. 2021.**
- **Qualified “RAJASTHAN STATE CERTIFICATE IN INFORMATION TECHNOLOGY” (RSCIT) in 2017.**
- **Qualified Institute of Banking Personnel Selection (IBPS) in 2012.**

## Computer Proficiency

- **Master diploma in computer** {CCA with “A” grade} includes
  - Computer fundamental
  - MS window
  - MS word
  - MS excel
  - MS power point
  - Tally :**5.4,7.2,9**
  - English Typing

## Working Experience

- I have one year teaching experience in Agra public school in Agra.
- One month project training on “CREDIT FACILITIE PROVIDED BANK BY CENTRAL BANK TO RETAIL CUSTOMERS”. In CENTRAL BANK OF INDIA AGRA CANT BRANCH, AGRA.

## Hobbies

- Listening Music
- Dancing, singing, sketching and painting.

## Responsibilities

- Impart education on students according to the syllabus.
- To create interest amongst the students toward subject topic.
- Devise interactive methods to teach the students.

## Extra-Curricular Activities

- Participation in the Debate & Quiz competitions at School & university level.
- Participation in the moon school Olympics (2007) in race.

## Paper publication and workshops

- Paper topic “A STUDY ON INDIAN’S OIL AND CEMENT INDUSTRY’S CORPORATE CONSCIOPUSNESS TOWARDS THE CLIMATE CHANGE” in INTER CONTINENTAL MANAGEMENT RESEARCH REVIEW. (VOLUME 2, ISSUE ,SEPTEMBER 2014)
- Workshop on the theme “1st Step Toward Corporate World on 2nd march 2014.

## Dissertation

- M.com Dissertation topic “Employees Satisfaction and Organizational Commitment in Bajaj Shiel Autos.

- M.Phil Dissertation topic “**Environmental reporting practices :-a study on the basis of GRI reporting index with reference to Oil and Cement industries in India**”

## Areas of Interests

- Business communication.
- Marketing
- Business management
- HRM
- Accountancy and law.
- Business Economics
- Business statistics.

Personal Details	
<b>Father's Name</b>	Mr. Narendra Sharma
<b>Mother's Name</b>	Mrs. Babita Sharma
<b>Date Of Birth</b>	28-March-1992
<b>Nationally</b>	Indian
<b>Language Known</b>	Hindi, English
<b>Marital Status</b>	Married
<b>Sex</b>	Female

### **DECLARATIONS:-**

I hereby declare that information given above is true and correct to the best of my Knowledge and belief.

**(KHUSHBOO SHARMA)**