

Naveen Kumar Sharma

B-42, Mangal vihar

Murlipura, Jaipur

Pin-302039

Phone: +919784927566

E-mail:sharma.naveenaj90@gmail.com

PERSONAL STATEMENT

An energetic person with the knowledge, skills and understanding of a range of learning, assessment and behavior management strategies needed to make a positive impact on the progress of pupil . I am passionate about giving enjoys working in a busy environment and relishes the challenge of managing a diverse workload. Always engaged in continuous learning in order to broaden mine knowledge and experience, I am confident, passionate and enthusiastic about working with staff.

KEY SKILLS AND COMPETENCIES.

Professional attributes:

- Always work focused.
- Able to effectively manage pupils with difficult behaviour whilst encouraging them to highly achieve.
- Highly organised with excellent preparation.
- Good knowledge of computer Skills

Professional Experience:-

- Worked as office assistant at CARPET PALACE
Jaipur (July 2018 to May 2019).

ACADEMIC QUALIFICATIONS

BOARD OF SENIOR SECONDARY EDUCATION, AJMER, RAJASTHAN		2014
Senior Secondary Examination	73.60%	
UNIVERSITY OF RAJASTHAN	44.25%	2019
B. Com		

PERSONAL DETAILS

MARITAL STATUS - Single

DOB - 10th Dec. 1997

DATE :

(NAVEEN KUMAR SHARMA)