

# SUNITA SHARMA

Gopal Nagar, Jhapatapur, Kharagpur, West Bengal.

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## OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

## EXPERIENCE

2015 - 2022

Private Home tutor

## EDUCATION

**Vidhyasagar Shishu Niketan**

2012

Class XII

61%

**Indira Gandhi Open University (IGNOU)**

2019

Bachelor Degree in English

64%

**Indira Gandhi Open University (IGNOU)**

2021

Masters in Public Administration (MPA)

62%

**Indira Gandhi Open University (IGNOU)**

2022-2024

Masters in English (MEG)

Pursuing

**Kharagpur Vision Academy (KVA)**

2022-2024

Bachelor In Education (Regular)

Pursuing

## SKILLS

Diploma in Computer Application.  
(Knowledge of Ms word, Ms Excel, Ms PowerPoint). Knowledge of Tally Prime & GST.

