

# Bio-data



## *SAROJA SHARMA*

Email : [sarojasharma15@gmail.com](mailto:sarojasharma15@gmail.com) / [saroja15\\_bigray@yahoo.com](mailto:saroja15_bigray@yahoo.com)

☎ : +91-8918935687 / +919749096436(whatsapp)

### PROFILE

Experienced M.A.(Political Science)with B.Ed and Library Diploma, Social Studies Teacher with a strong academic background. I have worked in Balmiki Education Foundation for three years. I further enriched my teaching expertise during my tenure at Narayana Educational Institution for Six(+) years, where I successfully imparted knowledge, fostered critical thinking skills, and promoted a positive learning environment. Additionally, I gained valuable experience in managing the School Library and facilitating student research. Skilled in designing lesson plans, implementing effective teaching strategies and assessing student progress, always committed to educational excellence, I bring a diverse skill set, subject expertise and a passion for empowering students to thrive academically.

### EMPLOYMENT BACKGROUND

1. Worked as a Social Studies Teacher and Librarian in Narayana Educational Institution from April 2016-Oct 2023.
2. Worked as a Librarian/Hostel Warden/Subject Teacher in Balmiki Education Foundation from 2012 to April 2015.
3. Worked as an Assistant Clerk cum Computer Operator under Govt. of West Bengal, Directorate of Forest in Working Plans(N) Division, in Darjeeling. (Apr '08 – May '10)
4. Worked as a Teacher in Navodaya Academy for one year
5. Worked as a Teacher in Siromani Academy for three years

### PROFESSIONAL EXPERIENCE - ADMINISTRATIVE EXECUTIVE

As an Assistant Clerk, I served as the point person for IFS, Divisional Forest Officer, for two years ensuring a high level of confidentiality. I was responsible for composing, editing and preparing a wide array of administrative documents, transforming drafts into final copies for distribution.

### EDUCATION

1. **B.Ed** – UNIVERSITY OF BURDWAN, WEST BENGAL, INDIA
2. **Bachelor of Science in Library & Information Science** – VINAYAKA MISSIONS UNIVERSITY, INDIA
3. **Masters in Political Science** – UNIVERSITY OF NORTH BENGAL, WEST BENGAL, INDIA

### EXTRA QUALIFICATIONS

1. Three Months Basic Course in Computers.

## LANGUAGES KNOWN

1. English
2. Nepali
3. Hindi

## PERSONAL DETAILS

Name : **SAROJA SHARMA**  
Father's Name : **Shri R. P. SHARMA**  
Nationality : **INDIAN**  
Marital Status : **Married**  
Date of Birth : **15<sup>th</sup> DECEMBER 1983**  
Permanent Address : **W/o Bikash Ghimiray**  
**Below C. R. Das Road, Mulldara,**  
**P. O. Uday Gram, Darjeeling**  
**West Bengal, India - 734101**  
Present Address : **C/o Shri Dharmaraj Chettri**  
**Opposite Roka Security Services/Bajla Motors**  
**Deokota Road, Salugara East**  
**West Bengal - 734008**