**Dear Sir/Madam,**

**I am writing an application for Assistant Professor. I had done Ph.D. at The IIS University, Jaipur Rajasthan. I am extremely interested in this position at your organization as my commitment to undergraduate education; interest and experience with study programs, and interdisciplinary research background make me a terrific fit with nine years’ experience.**

**My objective as an Assistant Professor is to motivate my students to develop their own learning interests and critical thinking—to establish a learner-centered environment in the classroom. In particular, teaching a wide range of courses to advanced composition and culture courses—during my graduate career has made me aware of the needs and interests of a culturally and ethnically diverse student body. As a result, I prepare lesson plans always considering the interconnection between the student’s own knowledge, culture and learning abilities, the subject matter discussed in class, and current debates on social issues. I choose content and activities that are both significant and challenging for the students so that they are stimulated to think “beyond” their comfort zone and feel involved in their own learning process. Similarly, the activities and class discussions I facilitate encourage students to make connections between my field of study and other disciplines. Collaborative learning is also central to my teaching philosophy in order to promote reflective thinking and improve the students’ communicative and trans-cultural skills.
Thank you for your consideration, and I look forward to hearing from you soon.**

 **Sincerely,
Dr. Khushboo Sharma
18, Bhavna Nagar, Harmara
Jaipur Rajasthan**

**Curriculum Vitae**

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**Objective: To dedicated, enthusiastic individual with outstanding academic, communication, organizational, and people skills and a passion for work in development sector.**

**Educational Qualification :**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Name of Examination** | **Board/ University** | **Year** |
| **1** | **Ph.D.(Corporate Social Responsibility)** | **The IIS University, Jaipur** | **2017** |
| **2** | **Company Secretary** | **ICSI** | **2013** |
| **3** | **Master of Business Administration (Finance)** | **Sikkim Manipal University, Ganagtonk** | **2010** |
| **4** | **Master of Commerce (BADM)** | **University of Rajasthan** | **2009** |
| **5** | **Bachelor of Commerce** | **University of Rajasthan** | **2005** |
| **6** | **Senior Secondary** | **RBSE, Ajmer** | **2002** |
| **7** |  **Secondary** | **RBSE, Ajmer** | **2000** |

**Teaching Experience:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Name of Organization** | **From** | **To** | **Designation** |
| **1** | **Khandelwal Vaish Girls Institute of Technology(KVGIT), Jaipur**  | **July 2017** | **Till date** | **Assistant Professor** |
| **2** |  **Parishkar College of Global Excellence, Jaipur** | **April 2016** | **June 2017** | **Assistant Professor** |
| **3** | **Vijay Central Academy College, Jaipur** | **July 2009**  | **March 2013** | **Assistant Professor** |
| **4** | **Gurukul Public Senior Secondary School, Jaipur.** | **July 2007** |  **April 2009** | **Senior Teacher** |

**Job responsibility and duties:**

* **Coordination to all faculty members and students to better implement to education and all over development in activities**
* **Counseling and motivated to students for their career growth.**
* **Maintain coordination between all stakeholders, faculty members, staff, students, parents and others who are directly and indirectly effects the institute.**
* **Motivate the students to improve their performance and discipline**
* **As a coordinator to arrange national level workshop and seminar at college to exchange and improve knowledge of faculty members and students.**
* **To documentation and follow up NAAC (National Assessment Accreditation Council) as a coordinator.**

**Academic:**

**Seminar/work shop/conference**

**Presented**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Name of the Topic** | **Organized By** | **Year** | **Remark** |
| **1** | **National Seminar on Paradigm Shift in accounting Practices Under Companies Act**  | **University of Rajasthan,****Jaipur** |  **20-21, Feb., 2015** | **Presented** |
| **2** | **National Seminar on Sustainable Growth of Business: Strategies and Challenges** | **Centre for research, innovation and technique (CRIT) Sponsored by ICSSR, New Delhi** | **16-17,Oct., 2015** | **Presented** |
| **3** | **National Seminar on Women Empowerment and Inclusive Growth** | **Centre for research, innovation and technique (CRIT) Sponsored by ICSSR, New Delhi** | **13-14 March, 2015** | **Presented** |
| **4** | **International Conference on Rethink, Restrict, Restructure Development Perspective**  | **St. Xavier’s College, Jaipur, Rajasthan Sponsored by ICSSR, New Delhi** | **7-8 February, 2020** | **Presented** |

**Seminar/ work shop/ conference:**

**Attended**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Topic** | **Name of Organizing Institutes** | **Date** | **Remark** |
| **1** | **Workshop on Research Methodology & Statistical Analysis Using IBM SPSS.** | **Centre for research, Innovation and training CRIT), The IIS University, Jaipur** | **10-16 June, 2014** | **Attended** |
| **2** | **National Workshop on Ethics in Scientific Writing and Plagiarism.** | **Centre for research, Innovation and training (CRIT), The IIS University, Jaipur** | **7-8 Nov. 2014** | **Attended** |
| **3** | **National workshop on “Review of Education System in India”**  | **Organized by Khandelwal Vaish Girls Institute of Technology associated with Shiksha Sanskriti Utthan Nyas New, Delhi.** | **17 October, 2019** | **Attended** |
| **4** | **Workshop on MOODLE learning management system** | **IIT Bombay, funded by PMMMNTT, MHRD, Govt of India**  | **15 March 2019** | **Attended** |
| **5** | **Capacity Building Program Social Science Faculty Members**  | **Sardar Patel Institute of Economic and Social Research(SPICER), Ahmadabad Sponsored by ICSSR, New Delhi** | **18- 27 Feb. 2019** | **Attended** |
| **6** | **Quality Improvement Programme “Short Term Course on Quantitative analysis of qualitative variables using large scale database”** | **IIT-ROORKEE, Uttarakhand** | **3-7 June 2019** | **Attended** |
| **7.** | **Capacity building programme for young social science faculty members** | **MP Institute of Social Science Research (MPISSR) Sponsored by ICSSR, New Delhi** | **14-25, October,2019** | **Attended** |
| **8** | **Faculty Development Program NPTEL” Marketing Research and Analysis”** | **IIT Roorkee, Funded by Ministry of HRD, Govt. of India** | **8 Week 27 November, 2019** | **Completed** |
| **9** | **National workshop on Education System** | **Organized by Khandelwal Vaish Girls Institute of Technology associated with Shiksha Sanskriti Utthan Nyas New, Delhi.** | **8 February, 2020** | **Attended** |
| **10** | **Training of Trainer IEPF**  | **Organized by Indian Institute Company Affaire Udaipur(IICA)** | **14 Dec. 2019** | **Attended** |
| **11** | **Annual Refresher Programme In Teaching (ARPIT)** | **Refresher course in Commerce** | **19 February, 2020** | **Completed** |

**Publications**

**Journals Refereed**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Name of Journal** | **Date of Publication** | **Publisher** | **Name of Article** | **ISSN/ ISBN No.** |
| **1.** | **International Journal of Environmental Economics, Commerce and Education Management** | **April 2015** | **EPRA** | **Corporate Social Responsibility: The need of Beverage Industries** | **2348-815X** |
| **2.** | **Journal of Arts, Science and Commerce** | **January 2016** | **Researchers World** | **Effects of CSR on Corporate Image and Customer Retention in FMCG Industry of India** | **2231-4172** |
| **3.** | **Journal of Commerce, Economics & Computer Science** | **July, 2016** |  **INSPIRA** | **Women Empowerment Through Corporate Social Responsibility: The Role of Selected Companies in India** | **2395-7069Volume 02  No. 02** |
| **4** | **Journal of Emerging Technology and Innovation****Research** | **April, 2018** | **JETIR** | **Assessment of Women Involvement towards Corporate Social Responsibility**  | **ISN: 2349-5162** |

**Other curriculum activity: National Social Service.**

**Membership of any institution: Indian Commerce Association (ICA) Life Membership No. R462**

**Other Information:**

1. **Executive Development Program from ICSI Center Jaipur.**
2. **15 Months Training Program RFC (Rajasthan Finance Corporation) Jaipur.**
3. **Certificate of Understanding Technology in the Corporate Environment from NIIT, Jaipur.**
4. **Certificate from Institute of Charterate Accountant of India (ICAI).**
5. **Certificate of RS-CIT.**

**Personal Details**

**Name : Dr. Khushboo Sharma**

**Father’s Name : Mr. Badri Prasad Sharma**

**Mother’s Name : Mrs. Chanda Devi**

**Date of Birth : 14th January, 1984**

**Sex : Female**

**Category : General**

**Nationality : Indian**

**Address : 18, Bhawna Nagar, Near Anokha Road, Jaipur**

**Contact Number : 9414759098**

**E-Mail ID : drkhushboo121@gmail.com**

 **Thanks and Regards,**

 **Dr Khushboo Sharma**

 **(Assistant Professor)**