## **Resume**

# **Sharmila**

*Master of Science (Software Systems)*

*Bachelor of Engineering (Computer Science)*

### **Email:** **sharmila.391442@2freemail.com**

### **Career Summary**

April 2014 to June 2017 **Indian International School, Dubai**

 ICT Trainer /Desktop Support

March 2007 to Oct 2009  **Auburn Girls High School, Sydney, NSW, Australia**

Student Teacher in Computer Science

Aug 2004 – Sept 2005 **Rooty Hill High School, NSW, Australia**

 Student Teacher in Computer Science

Dec 1997 - Mar 2003 **MES International School, Doha, Qatar**

 Teacher in Computer Science

### **Professional Skill Summary**

**Teaching skills:**

1. Teaching IT/ Computer Science for all levels (Year 6 – Year 12)

*April* 2014 – June 2017

1. Trained Teachers/Staff ICT Competencies and Parent Teachers in Liaising with parents
2. Develop training materials and procedures, and train users in the proper use of hardware and Software
3. Possess ten years of professional experience as Information Technology Trainer
4. Possess good communication and team spirit
5. Knowledge of Operating Systems,Object Oriented Programming Concepts and Data Communication Systems
6. Languages: C++,C, Javascript, Core Java, Wordpress
7. Operating System : Windows NT/95/2007/windows 10
8. Attend calls over phone in the maintenance of computer tablets, printers, and desktop issues, providing customer service to the parents and patiently listening to the technical issues related to computer/ITrelated services
9. Participating in teachers’ meetings

**1997- 2003 ICT Teacher at M.E.S. International School, Doha, Qatar**

1. Preparing lesson plans and worksheets
2. Participating in examinations committee
3. Setting up exam papers and evaluating students’ answer scripts
4. Proving assistance and support in faculty meetings
5. Liaising with parents
6. Providing extra activity support to talented students
7. Remedial teaching for slow learners and children with special needs
8. Conducting practical sessions
9. Possess Ten years of professional experience as Information and Technology Trainer
10. In-depth knowledge of IT technologies
11. Possess good communication and team spirit

###### **Education & Training**

* **1996 Birla Institute of Technology and Science, Pilani, India**

*Master of Science***(Software Systems )**

* **1993 University of Madras, India**

*Bachelor of Engineering***(Computer Science and Engg.)**

* **1992 Datamatics Corporation Certifiacte in ‘C’ Programming**
* **July - Dec 2003 South Western Sydney Institute, Sydney, NSW**

 **Completion Certificate of ESP Teachers’ Bridging Course**

* **2003 New South Wales Technical and Further Education Commission (**Certificate I in Work Skills)
* **2003 Catholic Education Office, Sydney**

 **Conditionally Classified 4 Year Trained Pin No: 031736**

 **(Teacher Classification and Child Protection Clearance)**

* **2004-2005 University of Technology , Sydney ,NSW**

*Basic ICT Competencies requirements*

* **2008-2009 Enrolled as a student in University of Notre Dame, Sydney**

***Diploma in Education (Secondary)***

* ***2010 Computer*  Software College, India  *Diploma in Java Language***
* ***2012 Computer*  Software College, India**

 Advanced Diploma in Computer Hardware & Networking (ADCHN)

* **2013 Tally Academy, India (** Course Completion Certificate )
* **2015 Canadian University Dubai** *( Microsoft Office Level 1 )*

###### **Personal Details**

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**Fluent Languages :** English

**Nationality : Australian Citizen**

 **(Possess permit to live and work in U.A.E.)**

**Interests :** Reading, assembling computers and electronics gadgets