

Sarika Malhotra

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SUMMARY

Skilled in CBSE registration, practical marks management, PFMS operations, student data management, and computer education. Strong communication, leadership, and organizational skills with a proven track record of achieving excellent academic results.

EDUCATION

Kurukshetra University

Master of Computer Applications (MCA) 2007

Kurukshetra University

Master of Science (Computer Science) 2006

Kurukshetra University

Post Graduate Diploma in Computer Applications (PGDCA) 2005

Kurukshetra University

Bachelor of Science (B.Sc.) 2002 – 2004

Haryana Board

Senior Secondary (XII) 2001

Haryana Board

Secondary (X) 1999

EXPERIENCE

Senior Computer Instructor

2007 – Present

Government Senior Secondary School

Chandigarh

- Delivered Information Technology classes to students of Classes IX and X under CBSE vocational education programs.
- Maintained a 100% pass result for Class X students in Information Technology.
- Managed CBSE Class X and XII registration processes annually.
- Coordinated practical marks uploading and examination-related documentation.
- Worked extensively with PFMS (Public Financial Management System).
- Conducted Child Mapping Survey activities and maintained educational records.
- Prepared and submitted daily status reports to school administration.
- Served as Resource Trainer for teacher training programs under Sarva Shiksha Abhiyan (SSA).
- Assisted in school administration and educational technology initiatives.

Substitute Computer Teacher

Nov 2006 – Jan 2007

Sophia Convent School

Kalka

- Conducted computer classes and supported curriculum delivery.
- Assisted students in computer fundamentals and practical learning activities.

TECHNICAL SKILLS

Computer Education & Training

Information Technology (IT)

Teacher Training & Development
CBSE Registration Management
Practical Marks Uploading
PFMS (Public Financial Management System)
Student Data Management
Child Mapping Survey
Database Management
Computer Applications
Leadership & Team Coordination
Communication Skills
Administrative Support
Report Preparation
Problem Solving
MS Office (Word, Excel, PowerPoint)
Database Management Systems
C++
Pascal
Java Programming
Visual Programming
Computer Graphics & Multimedia
Internet Technologies
Operating Systems
Artificial Intelligence Fundamentals

PERSONAL STRENGTHS

Strong Communication Skills Leadership Qualities Initiative & Teamwork Goal-Oriented Approach Positive Attitude
Discipline & Professionalism Attention to Detail

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.