

RIMA DUTTA

ENGLISH TEACHER



Mayuri Apartment"
1/A Bidhu Bhusan Sengupta
Road, Kolkata – 700 034



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OBJECTIVE : *To secure a challenging position in a reputed organization to expand my leanings, knowledge and skills in the best way possible. I have an organized, disciplined approach to work & a strong drive to see things through to completion.*

EXPERIENCE :

**ASSISTANT ENGLISH TEACHER : Shri Santoshi Maa Academy (SSM Academy-CBSE Affiliated):
APRIL'23 - PRESENT**

- Educating Students and present them in the Classroom.
- Instruct Students on their respective subject.
- Assign Homework to Students.
- Make sure that the discipline and decorum of the Class is maintained.
- Prepare tests and mark students based on their performance.
- Monitor and track the performance of the students and prepare student records.

ASSISTANT ENGLISH TEACHER ALSO HAVING EXPERIENCE AS A CLASS TEACHER FOR CONSECUTIVE 2 YEARS : SAMARITAN MISSION SCHOOL : MARCH 2020 - MARCH 2023

- Made Students feel comfortable with the class environment by having a conducive environment that assisted in helping students learn .
- Provided a variety of materials and resources for students to explore
- Interacted with parents regarding students achievements, behaviours and learning development.
- Teaching & Educating Students according to their academic needs, abilities & potential.
- Maintaining good order and discipline amongst students whilst they are in class.
- To provide prompt, accurate, effective and administrative.
- To maintain accurate and up-to-date information in student.

CENTRE COORDINATOR & FACILITATOR AT KIDZEE (PAILAN) MAY 2019-FEBRUARY' 2020

- Oversee the academic, physical, extracurricular education by planning, implementing and instructing
- Meet face-to-face with parent and learner every 20 days
 - (a) assess and evaluate learner achievement and growth utilizing parent observations and learner work samples,
 - (b) provide guidance and support to parents and learners,
 - (c) discuss monthly learning and samples with each learner,
- Take attendance, confirm activity logs are saved and signed if needed, upload and/or maintain learning records.
- Attend all guardians and learner-related meetings
- Fulfil other duties as defined by the Principal
- Handled classroom in absence of other teacher.

EXECUTIVE ASSISTANT OF MANAGING DIRECTOR OF M/S. PETROFARMS LIMITED : JULY 2013 - MAR 2019

- Acting as a first point of contact: Dealing with correspondence and phone calls.
- Maintaining Daily Incoming & Out going Mail.
- Managing diaries and organizing meetings and appointments.
- Booking and arranging travel, transport and accommodation.
- Managing databases and filing systems.
- Checking Monthly Attendance of Staffs the report generate from Bio Metric.
- Reminding the manager/executive of important tasks and deadlines.
- Typing, compiling and preparing reports, presentations and correspondence.
- Managing databases and filing systems.
- Implementing and maintaining procedures/administrative systems.
- Liaising with staff, suppliers and clients.

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EDUCATION :

2020-2022

B.Ed. – with 92% marks

2015 - 2017

Rabindra Bharati University

Masters in English with 53.5%

2012 - 2013

Bhavan's College of Communication & Management

Post-Graduation in Public Relations with 64%

2009 - 2012

Shri Shikshayan College (CU)

Bachelor with 52%

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COMPUTER PROFICIENCY :

- Diploma in Computer Application from G.D. Computer Centre, Behala (Subject includes MS DOS, Windows 98 & MS Office)
 - Completed Higher Diploma in Animation from Arena Animation Academy.
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CO CURRICULAR ACTIVITIES:

WORKSHOP / SEMINARS

- Participated in the Teacher Connect Workshop Organized by British Council in the month of December'2023
 - Attended Webinars for Teachers - From research to practice using GenAI Organized by Cambridge University Press & Assessment in the month of January'2024
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ARTISTIC BACKGROUND :

- Completed Diploma in Fine Arts & Craft from “ Bangiya Sangeet Parishad “
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FAMILY BACKGROUD :

- Father Retired from Kolkata Municipal Corporation
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EXPECTED SALARY :

- Negotiable
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Date :

Place : Kolkata.

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