



SHAYELI MOITRA

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OBJECTIVE

I am experienced and energetic with over 7 years in teaching MATHS and ABACUS for grade 3,4 & 5. I aspire for a challenging position in a professional organization where I can enhance my professional skills; capabilities and knowledge in that organization which recognizes the value of hard work and trusts me with responsibilities.

- **Pursuing Diploma in Child Psychology from Counsel India.**

PROFESSIONAL EXPERIENCE

Vivekananda Mission School ,JOKA (April 2023 – present)

- Working as a primary teacher taking Maths, E.V.S and Computer
- Assessing students on their day to day performance
- Guiding slow starter students to perform well

Narayana School (July 2017 - October 2022)

- Responsible in conducting Maths class for **grade 3 & 4** .Carried out day today duties accurately and efficiently.
- Used critical thinking to break down problems.
- Evaluate solutions and make decisions.

- Used coordination and planning skills to achieve results according to schedule.

G. B. MEMORIAL INSTITUTION (Jan 2017-Jun 2017)

- Monitored and tracked children's progress on daily, weekly and monthly basis.
- Assessed students in accordance with school guidelines examine assessment data and refined learning plans to differentiate instruction for each student

EDUCATION

Year	QUALIFICATION	UNIVERSITY/COLLEGE
2021	B.Ed	Shri Krishna University
2019	M.com (Accounting and Finance)	Himalayan University
2014	B.com Honours(Accounting and Finance)	Calcutta University
2012	HIGHER SECONDARY (COMMERCE)	WBCHSE
2010	MADHYAMIK OR CLASS 10 BOARDS	WBBSE

CERTIFICATIONS

- **Certified Industrial Accountant (CIA+)- Jan 2013**
- **Certified in Financial Accounting System (CFSA) July 2009**

ACHIEVEMENTS

- Trained in ABACUS Pinnacle 1

SKILLS

- Quick Learner
- Problem Solving
- Punctual
- Team work
- Patience
- Communication Skill

LANGUAGE

- ENGLISH
- BENGALI
- HINDI

INTEREST

- PHOTOGRAPHY
- COOKING
- TRAVELLING

PERSONAL DETAILS

- D.O.B -6TH MAY 1991
- Blood group – o+
- Alt. ph no- 9875383187