**SASWATI MAJUMDER**

28/51/2, Barisha Purbapara Road, Kolkata 700063 (M)7003524136 email id: majumder.saswati84@gmail.com

**Summary –** Motivated and result oriented educator experienced in training English language to learners of all ages, seeking a challenging role that fully utilizes my creativity, strong analytical ability, presentation skills and expertise in providing strategic education insight, direction and process training development for organization. Skilled communicator, dedicated to encourage student growth, evaluate and effective in creating lesson plan leveraging student's feedback addressing the strengths and weaknesses.

**Skills**

* Classroom management experience
* Curriculum development/lesson plans
* Use of contemporary stories, authors, news, etc.
* Teaching strategies/styles/methods
* Parental involvement
* Use of assessment tools and grading
* Teaching, tutoring and counselling
* Interesting/innovative techniques to engage and excite students in a lesson plan/activity, etc.
* MS Office (Words, Excel, Power Point, Outlook), HTML and Q-BASIC
* Writing and editing skills
* Presentation skills

**Professional Qualification:**

**Assistant Teacher**

**Narayana School, Maheshtala**

**April 2024- July 2024**

* Creates a safe and inclusive classroom environment.
* Stays updated on current early childhood education practices and trends by attending professional development workshops, conferences, and continuing education courses
* Works with register and keep a record of attendance and grades.
* Provides a variety of learning experiences, including play-based activities.
* Foster positive relationships with children, parents, and colleagues to promote open communication and collaboration.
* Support children in developing essential skills, such as language and communication, self-help, problem-solving, fine and gross motor skills, and social interactions.
* Develop appropriate learning aids, tools and resources and come up with innovative ideas in the implementation of the curriculum.

**English Teacher**

**Delhi Public School, Newtown**

**September 2023- February 2024**

* Taught English Language and Literature to Class IX and X.
* Organized classroom lectures and coursework and activities. Assign homework and interesting exercises.
* Researched new language teaching methods.
* Participated in Council workshops.
* Provided guidance and conduct communication skills session using role playing, public speaking as a technique.
* Took part in line-by-line explanation of the text.
* Performed class management and manage the decorum the classroom identifying students with special requirements and create individualized plans.
* Reviewed and evaluated answer scripts following the answer key.
* Managed classroom crises and resolves conflict along with parent interaction.
* Provided feedback based on workload and classroom behavior.
* Kept a record of students’ attendance and grades
* Collaborated with teaching staff and administrators to foster a good student experience.

**English Literature and Language Teacher**

**Tutor (Own)**

**2015 – Present**

* Tutoring English language and English Literature to students of all standards up to higher secondary of both CBSE and ICSE board school.
* Understanding mentality of students and counseling them.
* Provides understanding of English Grammar from very basic to advanced curricula.
* Has in-depth knowledge of the current syllabus and use the updated methods of teaching.
* Compose and produce own classroom materials.
* Provides students with monthly progress notes, setting learning objectives and tracking their improvements.
* Monitoring student progress and consulting with parents and guardians.
* Organizing mock tests and various programs to check the progress of the students.
* Tracking progress of students’ development with observation, pre and post, formative, and summative assessment, and self-reflection.

**Assistant Teacher (Part time)**

**Kolkata Model School**

**June 2023- September 2023**

* Taught English Language and Literature to classes V- XII.
* Spoken English and debate guide for all classes from III.
* Manage classroom behavior and etiquettes.
* Participate in invigilation and keeping records of student’s progress.
* Tackled a classroom 30students and participated in lesson planning.
* Evaluation of student’s assessments.
* Organize classroom programs, PPT based on topics in syllabus.

**Academic & SEO Content Writer**

**Grey Nodes**

 **February 2021- April 2021**

* Composed and delivered academic articles, research papers, reviews and guides.
* Created and submitted documents for formatting to design team and publishers.
* Conducted online research on specific topics and develop contents.
* Created well reserved and stimulating content
* Worked collaboratively with team members to meet the project goals.
* Created SEO contents for several clients.
* Participated in writing plagiarism free content.

**Education**

* **Bachelor of Education (B. ED)**

Pailan College of Education (2023-2025)

* **220 Hours of International TEFL/ TESOL Diploma**

Asian College of Teachers,

Business English Teacher's Training (2023)

* **Master of Arts**

University of Calcutta

English Literature (2020)

* **Bachelor of Arts**

University of Calcutta

English Literature (2018)

* **Class XII (ISC)**

National Gems Higher Secondary School

Commerce with Mathematics (2015)

* **Class X**

National Gems Higher Secondary School

(All general subjects with Computer Applications) (2013)

**Extra-Curricular Activities**

* Theatre and Drama
* Cooking
* Watching films

**DECLARATION: I hereby declare that the information furnished above is true to the best of my knowledge.**

Saswati Majumder

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