

CURRICULUM VITAE

SANCHITA KHAN

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8910967493



Objective :

To utilize my Teaching skills and abilities which can serve your organization to reach to the pinnacle while being Innovation and sincere to my responsibilities.

Experiences :

- One Year Teaching Experience in Purbayan Kids Academy.
- Six (6) months Teaching Experience in Ideal Public School.

Educational Qualification :

B.Ed :

B.Ed from University of Calcutta with 76.65% of marks in the year of 2021-2023 Session.

Master of Arts :

M.A (English) from Netaji Subhas Open University with 73.00% of marks in the year of 2020.

Bechelor of Arts :

Passed B.A in English Honours from University of Calcutta with 41.00% marks in the year of 2018.

12th Standard :

Passed 12th standard examination from Jagatpur Adarsha Vidyalaya with 70.20% marks in the year of 2015.

10th Standard :

Passed 10th standard examination from Baniban Girls High School with 80.20% marks in the year of 2013.

Computer Skill :

Certificate In Information Technology Application (CITA) from “YOUTH COMPUTER TRAINING CENTRE”, ULUBERIA, HOWRAH.

Software Proficiency :

1. Platforms : Windows XP / 7, Windows 10 & Windows 11
2. Windows Application : Ms Office, Excel, Access, Outlook , Publisher , PowerPoint, Bengali Word.
3. Basic of Linux OS & Application

Experiences :

- ❖ One year teaching experience at “Purbayan Kids Academy” under CBSE curriculum.
- ❖ Six year (CBSE & ICSE board) tuition teacher experience .
- ❖ Presently joining as an Asst. Teacher at “Ideal Public School” shyampur branch.

Seminar / Workshop :

- Attend a **One-Day Skill Enhancement Workshop** entitled " **Managerial Efficiency, Knowledge and Innovations: A Better Road Map towards Achievement** " at “ **Purbayan Kids Academy**”

Skill Highlights :

- Fluency communication in English
- Strong decision maker
- Complex problem solver
- Service – focused
- Creative design & Lesson preparation and planning.
- Leadership

- Ability to teach and mentor
- Flexibility
- Time management

Personal Profile :

Name : Sanchita Khan
Father's Name : Asit Kumar Khan
Date of Birth : 07-07-1997
Gender : Female
Marital Status : Single
Nationality : Indian
Religion : Hinduism
Caste : General
Language Known :- English, Hindi , Bengali

Permanent Address : Vill- Kotalghata , P.O. - Kusberia
P.S. - Uluberia , Dist.- Howrah
Pin Code- 711316 , State- West Bengal

Hobbies : Reading magazine and books , listening music , running, yoga, doing puzzles, community involvement, writing , learning languages, traveling, doing sports, reading, and art.

Declaration

I hereby declare that all statements made above are true, complete and correct to the best of my knowledge and belief.

Date :

Yours faithfully

Place :