



CONTACT

Kalimpong, West Bengal, India
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PERSONAL INFORMATION

Date of Birth: 19 December 1995
Gender: Female
Nationality: Indian
Visa Status: Require sponsorship
Marital Status: Single
Driving License: Not held

CORE SKILLS

- Classroom communication and spoken English
- English comprehension and subject delivery
- Classroom management, all age groups
- Student-centred teaching support
- Responsible and organised approach to work
- Positive attitude and collaborative teamwork
- Self-motivated and hardworking

LANGUAGES

English — Professional
Hindi — Professional
Nepali — Native

REFERENCES

Available upon request

SIKSHA GURUNG

ASSISTANT TEACHER | ENGLISH

PROFESSIONAL SUMMARY

English-focused teaching professional with 3 years and 10 months of classroom experience at Don Bosco School, Berhampore (Murshidabad). Holds a B.Ed. (77.3%), M.A. in English and B.A. (English Hons). Skilled in spoken English, comprehension and subject communication, with strong classroom management and student-centred teaching support; adaptable to different age groups and committed to delivering organised, engaging lessons that boost participation and learning outcomes.

PROFESSIONAL EXPERIENCE

Teaching Professional / Assistant Teacher

Don Bosco School, Berhampore (Murshidabad) | April 2022 – February 2026

- Supported classroom teaching across age groups, helping students build confidence in spoken and written English.
- Planned and assisted with lessons and activities that encouraged participation and improved comprehension.
- Provided one-on-one support and adapted materials to match different learning levels.
- Maintained a calm, organised classroom and communicated progress with lead teachers and parents.

Independent Tutor

Self-Employed, Siliguri | March 2026 – Present

- Provide personalised academic support to students from Kindergarten to Class 9, with a focus on English and other core subjects.
- Create tailored lesson plans, exercises, and revision materials to match each student's learning style and goals.
- Monitor progress through regular assessments and give clear, constructive feedback to students.
- Maintain open communication with parents to set expectations and discuss improvements.

EDUCATION

B.Ed. — WBUTTEPA

January 2020 | 77.3%

M.A. in English — University of North Bengal

January 2018 | 49.8%

B.A. English Honours — St Joseph College, Darjeeling (University of North Bengal)

January 2016 | 53.1%

Higher Secondary (12th) — St Philomena G.H.S. School (WBCHSE)

January 2013 | 69%

Madhyamik Pariksha (10th) — St Philomena G.H.S. School (WBBSE)

January 2011 | 70.1%