

SASWATI MAJUMDER

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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:

English Teacher

Delhi Public School, Newtown

September 2023- February 2024

- Teaches English Language and Literature to Class IX and X.
- Organizes classroom lectures and coursework and activities. Assign homework and interesting exercises.
- Researches new language teaching methods.
- Participates in Council workshops.
- Provides guidance and conduct communication skills session using role playing, public speaking as a technique.
- Takes part in line-by-line explanation of the text.
- Performs class management and manage the decorum the classroom identifying students with special requirements and create individualized plans.
- Reviews and evaluates answer scripts following the answer key.
- Manages classroom crises and resolves conflict along with parent interaction.
- Provides feedback based on workload and classroom behavior.
- Keeps a record of students' attendance and grades
- Collaborates with teaching staff and administrators to foster a good student experience.

English Literature and Language Teacher

Tutor (Own)

2015 – Present

- Tutored 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.
- Composed and produced own classroom materials.
- Provided students with monthly progress notes, setting learning objectives and tracking their improvements.
- Monitoring student progress and consulting with parents and guardians.
- Organized mock tests and various programs to check the progress of the students.
- Tracked 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 30 students and participated in lesson planning.
- Evaluation of student's assessments.
- Organize classroom programs, PPT based on topics in syllabus.

US Recruiter

Spectra Force Technologies

July 2022- April 2023

- Participated in full cycle recruitment.
- Sourced and screened candidates from different job boards.
- Responsible for the first-round screening of the candidate.
- Sourced candidates, screen them following a structure and submit them for upcoming interview.
- Scheduled interviews with different clients.
- Has a strong grip over the operation of ATS.
- Has worked with clients like Charles Schwab, Blue Cross Blue Shield, Cigna, AbbVie, Change Healthcare.
- Experienced in hiring Non -IT and Pharma candidates.

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

