

RASHMI SENGUPTA

SUMMARY

Accomplished Assistant Professor/communications coach with extensive experience in designing and delivering comprehensive soft skills training programs at Avinash Group of Institutions. Demonstrated expertise in classroom management, student engagement, and course material development, contributing to increased class productivity and positive student outcomes. Proven ability to adapt teaching methods to virtual platforms, ensuring continued student engagement and learning. Previous role as People Manager at HSBC IN involved providing HR support, coordinating staff training sessions, and managing conflict resolution processes. As Assistant Manager at Randstad, adeptly investigated operational issues and advised senior management on facilities needs. Skilled in bilingual communication, intercultural communication, public speaking, and maintaining performance dashboards. Career goal includes leveraging extensive teaching and managerial experience to foster academic and business language excellence and organizational growth.

EXPERIENCE

Assistant Professor, 08/2022 - 08/2024

Avinash Group of Institutions - Hyderabad, India

- Designed and delivered comprehensive soft skills training programs tailored to diverse organizational needs.
- Worked closely with professor to define objectives, guide research and manage deadlines for curriculum.
- Delivered engaging lectures, seminars and tutorials, increasing class productivity.
- Adapted teaching methods to virtual platforms during remote learning periods, maintaining student engagement and learning outcomes.
- Provided academic counselling to students, assisting in career planning and academic progress.
- Participated actively in departmental meetings, contributing to curriculum development and departmental strategy.
- Recognized students' positive behavior using established rewards system.
- Nurtured students' social, emotional and academic development by providing in-class support.
- Kept records of student attendance, progress and activities to assess individual mastery of subject matter.
- Provided one-to-one support to students requiring additional help, focusing on building confidence and academic skills.
- Facilitated small group activities to reinforce learning concepts and encourage peer interaction.



CONTACT

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SKILLS

- Classroom management
- Student engagement
- Course material development
- Bilingual communication
- Language lesson planning
- Student learning assessments
- Language immersion
- Intercultural communication
- Student engagement techniques
- Audiolingual approach
- Public speaking
- Needs analysis
- Adaptable
- Maintaining performance dashboard and Reporting

- Developed and maintained a safe, inclusive classroom environment conducive to learning and personal growth.
- Liaised with parents and guardians during meetings to discuss student progress and address any concerns.

People Manager , 06/2021 - 01/2022

HSBC IN - Hyderabad, India

- Provided support to employees with various HR-related issues and liaised with heads of department to find resolutions.
- Coordinated staff training sessions, enhancing team capabilities and supporting career progression.
- Managed conflict resolution processes, resolving disputes swiftly to maintain a positive workplace atmosphere.

Assistant Manager, 05/2020 - 12/2020

Randstad - Hyderabad, India

- Investigated issues impacting organisational operations and service delivery to understand root causes, prepare detailed reports and recommend corrective actions.
- Advised senior management on facilities needs and delivered ongoing operational support.

EDUCATION

TEFL, 2024

Asian College of Teachers - India

120 Hour International TESOL/TEFL In-Class Certification Program

- Approaches and Methods to Language Teaching
- Designing Integrated Lesson plan using the four skills (listening, reading, speaking, and writing)
- Assessment and evaluation of language learning processes

TEFL -Business English, 2024

Asian College of Teachers - India

Master of Business Administration, Human Resources, 2022

Sikkim Professional University - Sikkim, IN

Public Relations and Marketing, 2003

YMCA - New Delhi, IN

Post Graduate Diploma in Public Relations and Marketing

Bachelor of Arts, English Literature, 2002

Delhi University - New Delhi, IN-DL

LANGUAGES

English:

C2



Proficient

Hindi:

C2



Proficient

Spanish:

A1



Beginner

Bengali:

C2



Proficient