



# ROKSANA PARVIN POLY

## ACADEMIC TUTOR

### CONTACT

- 📞 +88 01772 559789
- ✉️ roksanapoly29@gmail.com
- 📍 56/43/D, South Banasree, Rampura, Dhaka

### SKILLS

- Elementary and High School Instruction
- Lesson Planning and Curriculum Support
- One-on-One and Small Group Teaching
- Classroom Management and Student Engagement
- Reading, Writing, and Math Instruction
- Student Assessment and Progress Tracking
- Parent Communication and Collaboration
- Creative Teaching Strategies
- Proficient in Microsoft Office Suite and Google Workspace
- Educational Technology and Strong Communication Skills

### REFERENCE

**Md. Kabir Hossain**

Sub-Inspector, PBI,  
Bangladesh Police

**Phone: 01728-741881**

### ABOUT ME

Committed and patient educator with multiple years of experience as a private tutor, focused on supporting elementary-aged learners. Skilled in designing engaging, student-centered lessons that foster academic progress, confidence, and effective learning habits. Aspiring to secure an elementary teaching role where strong instructional abilities, classroom preparedness, and a supportive approach to student growth can make a meaningful impact.

### WORK EXPERIENCE

#### Private Tutor

2020 - PRESENT

Dhaka, Bangladesh

- Delivered personalized academic instruction to elementary-level students through both online and in-person sessions across core subjects, including English, Mathematics, Reading, Writing, and Science
- Designed customized lesson plans tailored to individual learning styles, academic needs, and school curriculum requirements for virtual and classroom-based learning
- Supported students in improving academic performance, homework completion, and exam readiness in both digital and face-to-face settings
- Developed interactive and engaging activities using hands-on materials and online tools to strengthen foundational skills and promote curiosity
- Provided patient, structured instruction to support students with learning difficulties in online and offline learning environments
- Maintained regular communication with parents to share progress updates, learning strategies, and recommendations
- Fostered a positive, supportive, and motivating learning environment across virtual and in-person platforms

### EDUCATION

#### LLM

Eastern University Bangladesh

GPA: 3.31 / 4.0

2017 - 2018

#### LLB

Eastern University Bangladesh

GPA: 3.05 / 4.0

2014 - 2017