

RESUME

**TRISA
ADHIKARY**

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CHINSURAH
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Career Objective:

I am looking forward to an exciting and challenging career in your esteemed organization as a professional using my knowledge, skills with honesty, dedication, hardworking & learning ability. I enjoy team work and am used to shift work.

General Qualification:

Exam	Board / University	Subject	% of marks	Year of Passing
10 th	Indian Council of Secondary Education	Bengali, English, Math, Science, History, Geography, Computer Application	60%	2011
12 th	West Bengal Council of Higher Secondary Education	Bengali, English, Political science, Philosophy, Geography.	70%	2013
Graduation	Burdwan University	English Honours	42%	2017
M.A	Burdwan University	English	62%	2022
B.Ed	BABA SAHEB AMBEDKAR EDUCATIONAL UNIVERSITY	English	Results awaiting	2024

WORK EXPERIENCES:

1. Worked at Pearl Rosary School as an Assistant English Teacher at Kolkata.

Responsibilities as an Assistant Teacher:

1. Develop lesson plans and prepare teaching materials
2. Instruct students in fundamental subjects such as reading, writing, mathematics, and science
3. Assess student progress and adjust teaching methods accordingly
4. Maintain the classroom environment, including discipline and behavior management
5. Conduct parent-teacher meetings and provide regular feedback to parents on their children's progress
6. Collaborate with other teachers, administrators, and parents to provide a holistic learning experience for students
7. Participate actively in extra-curricular activities and school events

2. Worked at GD Goenka International Public School as a PRT English Teacher at Darbhanga.

Responsibilities as a PRT English Teacher:

1. **Teaching** - Teach fundamental subjects like reading, writing, science, and mathematics. They use a variety of teaching methods and techniques, such as role-play, group activities, and audio-visual materials.
2. **Lesson planning** - Prepare lesson plans, activities, and materials for students. They also plan for lectures and study material.
3. **Assessing student progress** - Assess student performance by setting and marking tests and other forms of assessment. They also observe children during activities to identify their strengths and weaknesses.
4. **Communicating with parents** - Communicate with parents about their children's progress and performance. And also conduct parent-teacher meetings.
5. **Maintaining a positive classroom environment** - Responsible for maintaining a positive and disciplined learning environment. They establish rules, manage conflicts, and handle difficult students.
6. **Collaborating with others** - Collaborate with other teachers, administrators, and parents to provide a holistic learning experience for students. They may also participate in extra-curricular activities and school events.
7. **Time management** - Use time management skills to plan lessons in advance and manage each section of the day.

3. Worked at BP Indraprastha International School as a PGT English Teacher at Muzaffarpur.

Responsibilities as a PGT English Teacher:

1. **Planning**: Plan lessons, projects, and assessments based on curriculum

guidelines.

2. **Teaching**: Develop children's interests and abilities through creative activities.
3. **Assessing**: Design and administer tests, quizzes, and exams to evaluate students' understanding of the subject.
4. **Communicating**: Communicate with students, parents, and staff.
5. **Maintaining discipline**: Maintain productive working habits and discipline in the classroom.
6. **Supervising**: Supervise students throughout the day, both in the classroom and outside during breaks.
7. **Tracking**: PGTs track students' progress.
8. **Performing clerical tasks**: Perform several clerical jobs, like maintaining student records and generating report cards.

4. Worked at Gurukul Global School as an Academic Coordinator and TGT English (Std 6 to 10) at Mumbai Wada.

Responsibilities as a TGT English Teacher:

1. **Teaching**- Teaching basic English Skills like Reading, Writing and Speaking. Comprehend stories and poems. This includes teaching the structure of the language, grammar, sentence construction, composition rules and word spelling and pronunciation. Teaching critical analysis of literary topics and poetry. Explaining different literary genres like fiction, poetry, memoir and mystery to the students.
2. **Lesson Planning**- Creating lesson plans and gathering materials as per the curriculum that incorporates the full duration of each lesson and using different teaching styles.
3. **Classroom Management**- Marking students daily class attendance. Maintaining discipline and order in the classroom and creating a conducive learning environment. Maintain a tidy and orderly classroom.
4. **Assessing Student Progress**- Assessing student work and providing feedback to ensure meet learning objectives.
5. **Grading**- Grading assignments, essays and term papers and administering and grading tests.
6. **Communication**- Communicating with students and parents about their children's performance. Encouraging classroom discussions and participation.
7. **Organization**- Planning lessons, projects and assessments, conducting extracurricular activities and maintaining students records, tabulation records and generating report cards.
8. **Research**- Researching new language teaching methods. Participating in annual meetings and conferences. Attending workshops to upgrade language skills.
9. **Collaboration**- Collaborating with teaching staff and administrators to foster a good student experience. Training and accompanying students for competitions and debates.

Responsibilities as an Academic Coordinator:

1. Collaborate with academic staff to develop and implement effective educational programs.
2. Coordinate and facilitate communication between teachers, students, and parents.
3. Monitor and evaluate the effectiveness of educational programs, making recommendations for improvement.
4. Organize and coordinate academic events, workshops, and seminars.
5. Provide support to teachers in curriculum development and instructional strategies.
6. Assist in the assessment and analysis of student performance data.
7. Manage student records and ensure compliance with educational regulations.
8. Communicate with parents regarding student progress and academic initiatives.

5. Working at K.D.Public School as an Academic Coordinator at Aurangabad.

Responsibilities as an Academic Coordinator:

- Provide professional leadership and management of the subject in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement for all students
- Model and promote best practice in the teaching and learning in the subject
- Establish, evaluate and develop the academic aims and standards of the Maths, English, and Science curriculum and assessment
- Take overall responsibility for Lower School curriculum leadership
- Lead on pedagogical initiatives and approaches
- Keep up to date with changes and initiatives in education
- Lead on pupil progress and tracking systems in core subject areas
- Assist the Head of Lower School in establishing and maintaining a vibrant and thriving school
- Ensure that quality educational programmes take place in a safe, positive and healthy learning environment.

OTHER QUALIFICATIONS :

Diploma in PC application – 24 months

Advanced Diploma in Financial Accounting System – 18 months

Certificate Course in Advanced Excel

Worked at Balagarh Indane Services (Indian Oil)

Certificate Course in Stenography and Typing.

Instructor of Zumba and Fitness Class.

PERSONAL INFORMATION:

Spouse Name	Soumik Bairagi
Date of Birth	24 th May, 1996
Gender	Female
Caste	General
Nationality	Indian
Religion	Hinduism
Marital Status	Married
Hobbies	Fusion Dance
Language Known	English, Hindi, Bengali

I hereby declare that all the statement made in this application are true, complete & correct to my knowledge and belief.

Place: Chinsurah

Date:

Signature