**Resume**

***Aditi Bhattacharya***

Current Address: 401, Plot number 266, Sector 43, DLF Phase V, Gurugram, Haryana 122009

Permanent Address: 2135/1 Lalmati, Dwarka Nagar, Jabalpur, M.P. India, 482001

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To hold a position of responsibility in an institution with an opportunity for development of the institution and self.

Self-directed, enthusiastic, educator with a passionate commitment to student development and the learning experience. Skilled in the design of challenging. Enriching and innovative activities that address the diverse interests and needs of students. Possess outstanding communication skills; multidimensional presentational skills, present information in a variety of ways, emphasizing relevance of class material to the world beyond the classroom active team member who effectively collaborates with all levels of staff members and establishes quality relationships with students.

**Experience in:**

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| Curriculum design and development | Classroom Management |
| Differentiated instruction | Student – Centered Learning |
| Cooperative learning | Multicultural Awareness |
| Student motivation | Student Assessment |
| Interactive learning | Whole Group Learning |
| Lesson plan and lesson objective development | Online class learning |
| Project based learning | Self-discovery |
| Multiple subject learning (English, Hindi, EVS, Science, Mathematics and Computer Science) | Multiple strategies for integrated learning and High Order Thinking (HOT) |
| Brainstorming strategies and Mind mapping | Creative, critical, deductive and inductive thinking development |
| Graphic and visual representations | Audio/Video/PowerPoint representation learning |
| Anecdotal record keeping | Hypothesis and experimentation strategies |
| Logical and mathematical intelligence | Verbal-Linguistic intelligence |
| Bodily-kinesthetics intelligence | Intra and interpersonal intelligence |
| Naturalistic intelligence | Process evaluation |
| Extended comprehension through discussion | Modelling techniques |
| Airport stacking strategy | Direct instructional strategy |
| Multiple exposures in multiple/rich contexts | Context clues and flash card strategies |
| Visual-Spatial intelligence | Explain it back/retell strategy |
| Story reading, storytelling, story recreation | Cooperative learning |

**Experience**

**Pragyanam School Gurgaon.**  March 2020 – Current

KG and Primary Teacher for Language (English and Hindi) Gurgaon, Haryana, India.

* Teach Hindi language to kindergarten class levels for three sections.
* Teach English language to Grade 2 level.
* Being a yoga instructor, help in the PE class with the yoga lessons to all classes from Nursery, Kindergarten, and Grades 1-5
* Take interactive and innovative online digital classes for all during the COVID-19 Pandemic Lockdown nation-wise.
* Prepared Learning Objectives and Lesson Plans to suit the age appropriate classes for two different levels and for two different languages.
* Prepared class accessories and Teaching-Aids to suite the Lesson Plans required for the Learning Objectives and Learning Outcomes of the class.
* Self-create and designed Home Expansions for each class for differentiated and integrated learning.
* Collate and collect Home Expansions given to the class to assess their growth and development to nurture Life Skills in the children over a period.
* Prepare monthly, quarterly, half yearly and yearly assessment documents based on the performance and growth of Life Skills in the children.
* Prepare students for the International Yoga Day and smooth demonstration of Suryanamaskar by the students on the platform.

**Ripples Engineering Pvt Ltd.** December 2016 – June 2019

Environmental Analyst, Ripples Fountains Bhopal, M.P., India

* Established procedures and guided client projects to be in compliance with all regulations.
* Implemented and coordinated environmental reviews and approval programs.
* Supervised and trained staff members and interns.
* Analyzed samples and prepared reports for clients regarding impact of their projected activities on the environment.
* Collected samples of soil and flora in the sites for development and redesigning of the landscapes in and around the site of musical fountains.
* Developed the landscapes with various plants and trees from the touristic view and in compliance with sustainable development of the area.
* Did a project with Smartcity Jabalpur Ltd. for promotion of Water Resource Conservation among school students (Junior High level) in 50 secondary schools separately twice. It integrated new ideas, knowledge and awareness about the importance and requirement of sustenance of water resources in the city of Jabalpur especially among school level students.
* Did a project with Smartcity Jabalpur Ltd. to highlight the forgotten glory and history of the city of Jabalpur among school students (Junior High level) in 50 secondary schools separately twice. It integrated sense of honour for the glorious history and historical monuments and locations located in the city and around. It generated sense of pride and knowledge about the forgotten history about the history, social structure, environmental sustainability of people and their activities with nature and the human-nature balance in practise during those eras.
* Submitted a proposal to revamp and create a new list of tourist attractions in the Department of Tourism for the state of Madhya Pradesh for the city of Jabalpur. Also, suggested to create a database for local guides to be provided to national as well as international tourists through the various hotels on demand initially and later can be expanded in the form of larger scale tourism in the city.

**St. Joseph’s Convent (Girls’) Senior Secondary School** March 2016 – November 2016

PRT (Science and IT Junior school level teacher) Jabalpur, M.P. India

* Taught a multitude of high school science subjects including Physics, Chemistry, Integrated Sciences, Biology, Environmental Sciences, and various Advanced Placement science courses along with Computer Science (IT)
* Applied individualized teaching techniques to accommodate students with special needs and disabilities
* Collaborated with colleagues in providing a well-rounded education for students
* Created and implemented science lesson plans for students in the 4th to 6th grade
* Incorporated engaging and fun activities into lessons to reinforce hands-on learning and lively student participation
* Conferred with parents and encouraged education in the home
* Served as the school’s science department head and coordinated with administration and colleagues for the organization of events
* Incorporated educational and entertaining experiments to engage students’ interest and imagination

**Amrit Projects Ltd. Jabalpur, India** August 2013 – February 2016

Senior Marketing Supervisor Jabalpur, M.P. India

* Generated new clients using a personal, face-to-face approach that built trust and emphasized personal service to the individual investor.
* Identified clients and prospective clients in need of investment guidance and then recommended investment solutions appropriate for each individual.
* Presented investment and financial planning seminars to clients and prospective clients.
* Recognized as a first-year top achiever and was presented with the Black Diamond Award for top financial plan sales at country level
* Recognized as a top achiever and was presented with the Award for top financial plan sales at country level for consecutive two years.

**American Express India (Pvt.) Ltd. Gurgaon** January 2007 – August 2013

Master Customer Care Professional and Subject Matter Expert Gurgaon, Haryana, India

* Responsible for analysis of customer accounts, updating customer accounts, and contacting customers concerning billing and invoicing questions
* Contacting customers includes both phone and email communication
* Responsible for collecting past due payments, reconciling accounts, and returning credits to customers
* Process check refunds, batch processes, and accounts receivable transactions in BMS (Oracle based system)
* Take payments on, answer questions and resolve issues regarding customer accounts and orders
* Training in, and experience with training new hires, responsible for graduating 3 trainees at a time.
* Training and experience in handling specialized call helplines
* Perform additional special assignments
* Process redemption of Membership Reward points for the options available in the company catalogues

**Computer Aids & Services Jabalpur** June 2002 – March 2006

Office Manager and Ecologist Jabalpur, M.P. India

* Managed schedules, organized office functions, and oversaw daily operations of office with 50 employees
* Hired, trained, and on-boarded over 7 new employees, providing initial support that expedited staff assimilation by 20%
* Developed paperless environment, by implementing online system to manage data, process orders, and integrate processes, resulting in improved efficiencies of the employees
* Served as go-to-person regarding any administrative and operational related functions
* Planned and implemented Enterprise GIS to improve workflows and support staff across multiple states. Established ArcGIS Server on Amazon Web Services for client-facing applications.
* Directed development of ArcGIS Server Flex applications for internal and client project management
* Rejuvenated ESRI Business Partner relationship
* Developed marketing plans for GIS services for pipeline integrity management and local government
* Was actively involved in contract negotiation and proposal development.
* Created effective business presentations and marketing packages. About one third of my time has been spent on presenting, selling, and implementing our products.
* Successfully launched and supervised over several new services such as Screening, Digitizing, Map Book Compiling and Printing.
* Revised GIS procedures, improving data creation and maintenance in two GIS databases.
* Conducted field multiple trips to collect data in areas uncovered and updating them with the GIS software at national as well as international level for clients like Satpura Tiger Reserve, Pench Tiger Reserve, Panna Tiger Reserve, Bandhavgarh Tiger Reserve, Kanha Tiger Reserve and Madhav National Park, M.P., India.
* Conducted projects and field trips at college and University level in Jabalpur for students working in this field for their Masters and PhD level.

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**Education & Certification**

* Class X (M. P. Board) from St. Joseph’s Convent (Girls) H. Sec. School Jabalpur – 1st division (80.15%): graduated in the year 1994
* Class XII (M. P. Board) from St. Gabriel's H.S. School Jabalpur – 1st division (78%): graduated in the year 1997
* B. Sc. Env. Sc. (Rani Durgawati Vishwavidyalaya) – Govt. Model Science College – 1st Division (63%): graduated in the year 2000
* M. Sc. Env. Sc. (Rani Durgawati Vishwavidyalaya) – Govt. Model Science College – 1st Division (65%): graduated in the year 2002
* B. Ed. (Rani Durgawati Vishwavidyalaya) – St. Aloysius College Jabalpur– 1st Division (68%): graduated in the year 2006
* Diploma in English Literature and Language - Alison.com – 1st Division (92%)
* Certificate Course in Working with Students with Special Educational Needs – Alison.com – 1st Division (88%)
* Certificate Course in Stress Management – For Relief from the Stress of Work and Life – Alison.com – 1st Division (100%)
* Certificate Course in Coronavirus – What you need to know – Alison.com – 1st Division (100%)
* Beginner’s Intensive Yoga Course – Parmarth Niketan, Rishikesh – Passed: graduated in the year 2014
* Certificate Course in Yoga Exercises – Alison.com – 1st Division (95%)
* Yoga-Exercises-For-Core-Strength-And-Flexibility-Revised – Alison.com – 1st Division (93%)
* Computer skills: MS Word, MS Excel, PowerPoint, Internet (research and navigation): graduated in the year 2000
* Certificate course in Wellbeing and relationships in the classroom with Adrian Bethune\_e-certificate
* Certificate in TESL – Alison.com: graduated with 1st Division (90%) in December 2020
* Certificate in Mental Health Studies – Suicide, Violent Behaviour and Substance Abuse – Revised: graduated with 1st Division (96%) in November 2020

**References:**

1. Mr. Sangeet Verma – (Ex employer) +91-9131017459; vermasangeet@rediffmail.com
2. Mr. Jitendra Punjabi – (Ex Manager at American Express) +91-9810890204; jitendra.p.punjabi@aexp.com

**Personal Details:**

Languages Known: English, Hindi, Bengali and basic Punjabi

Hobbies: Yoga, Cooking, Yogic Cooking, Music, Meditation Yoga, Trekking, Biking, painting, embroidery, reading etc.

Date of Birth: 18th August 1978

Status: Married.

Husband’s Name: Mr. Manish Ramrakhyani

Children: 1 daughter (Avantika Ramrakhyani Bhattacharya)

Husband’s Occupation: Family Business in retail garments.

Nationality: Indian. Religion: Hindu

I hereby declare that all the details furnished above are true to best of my knowledge and belief.

Aditi Bhattacharya