

# RESUME



## **BAISAKHI GORAI**

Mobile: 9046714796

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### **PROFILE**

- 6 years of experience in teaching profession.
- Exceptional communicative and interpersonal skills with well developed personal interaction skills.
- Good in organizing and delivering classroom lectures to students.
- Excellent classroom management.

### **PERSONAL QUALITIES**

- Good listening skills.
- Planning and organizational skills.
- Patience.

### **KEY RESPONSIBILITIES HANDLED**

- Organizing and delivering classroom lessons to students.
- Evaluating the students' classwork and homework.
- Preparing classroom and coursework materials, homework assignments and handouts.
- Classroom management.
- Maintaining discipline in the class.

### **EMPLOYERS**

#### **St. Thomas Public School (2016-2018)**

Worked as an English Teacher (PRT).

#### **UKHRA CHILDREN'S ACADEMY SCHOOL [CBSE BOARD] (2018-2022)**

- Worked as an English Teacher (PRT).
- Organized various cultural events in school from time to time.

### **EDUCATION**

- D.El.Ed. with First Division from Steel City College of Education, Durgapur in 2022.
- M.A. in English literature from Indira Gandhi National Open University in 2020.
- B.A. from Khandra College, The University of Burdwan in 2016.
- Passed (10+2) from Ukhra Kunja Behari Institution (WBCHSE) in 2012
- Passed Madhyamik from Ukhra P.G Girls' High School (WBBSE) in 2010.

### **TECHNICAL SKILLS**

**Operating System:** Windows, XP.

**Applications:** MS Word, MS Excel and MS Power point

### **EXTRA CURRICULAR ACTIVITIES**

- Organizing events, Art and craft

### **PERSONAL DETAILS**

**Date of Birth:** 14/04/1995

**Languages known:** English, Bengali and Hindi.

**Address:** Vill + po. = Ukhra (Arat Para) Dist.- Paschim Bardhaman , Pin – 713363

**DECLARATION :-** I, hereby declare that all information provided by me is true to the best of my knowledge and belief.

DATE :

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