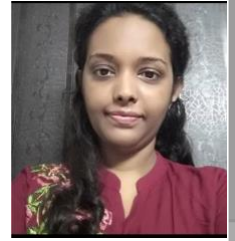


CURRICULUM VITAE



SHOVNA DUTTA

Objective

An organized professional with proven teaching, guidance, and counselling skills. Possess a strong track record in improving test scores and teaching effectively. Ability to be a team player and resolve problems and conflicts professionally. Skilled at communicating complex Information in a simple and entertaining manner. Looking to contribute my knowledge and skills in a school that offers a genuine opportunity for career progression.

Father's Name : Late Kanu Dutta
Date of Birth : 18th January 1993
Address : New Hasimara, P.O- Hasimara
P.S- Jaigaon, Alipurduar,
West Bengal, 735215
Gender : Female
Marital Status : Unmarried
Nationality : Indian
Religion : Hindu
Caste : General

Education Qualification:

Exam Passed	Board/University	Year of passing	Percentage
MATRICULATION	CBSE	2008	69.7%
HS	CBSE	2010	84.2%
B.A in Geography (hons.)	NBU	2013	50.3%
M.A	NBU	2016	45.6%
B.ED	WBUTTEPA	2020	82%

Extra Qualification : Basic knowledge in Computer Application.
Proficient in Microsoft Word, Power Point, Excel

EXPERIENCE : **2 years teaching experience in St. John's School, Jaigaon (From 2014 - 2016)**

- Responsible for ensuring that all students fully comprehended the taught curriculum and provided support to students who required extra guidance

- Worked closely with the other teachers to ensure all avenues of the curriculum are met and delivered lessons the students
- Adopted distinctive teaching methodologies, documented all lessons, organized healthy group discussions, and mentored troubled students

**1 year teaching experience in St Francis School, Hasimara
(From 2018-2019)**

- Met parents and school governors; maintain discipline in the classroom; methodically provide resources for lessons; simplify lesson plans in line with curriculum objectives and assist students to prepare for examinations in a 500+ student school
- Assess and look after 100+ students' progress throughout the term and work closely with other staff to efficiently plan and coordinate work
- Provide informative presentations to students regarding different areas of studies and ensure that all students fully comprehend all aspects

1 year teaching experience as TGT English & S.S.T teacher in Scholars Valley School Bihar(Barhiya) from 2019 till 2020.

- Worked as academic incharge to efficiently plan and coordinate work.
- Trained teachers in online teaching platform.

Working as TGT S.S.T in Delhi Public School Tajpur, Samastipur from 2020 till 2021.

- Working as examination controller to conduct the examination smoothly.
- Developed rigorous lesson plans and lectures and prepared students for quizzes and tests.
- Assessed student performance through quizzes and testing, and provided one-on-one tutoring when necessary.
- Trained three new assistant teachers, emphasizing the importance of classroom control.

Working as PRT in Delhi World Public School Islampur, West Bengal from April 2021 to March 2022.

Working as PGT Geography in The Holy Angels' English Academy, Samsi , Malda from 25th of April till date.

SKILLS : Excellent With Children
Teaching Assistance Expert
Communication Skills
Interpersonal Skills
Time Management Skills
MS Office Suite
Modern Classroom Technology

Achievements : Winner of block level dance competition in 2007
Represented my school in regional level dance competition in Coochbehar
Certificate in kathak dance
School topper in class 12th board exam.

Language Known : English, Hindi , Bengali & Nepali

Contact No. : +919832275718/8001633401

Email ID : duttashovna1993@gmail.com

DECLARATION

I certify that the statements made by me above are true, complete and correct to the best of my knowledge and belief.

Date: -

Place:-.....

Signature