

# Ankita Bhattacharjee

Class Teacher (Pre-Primary)

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**Ankita Bhattacharjee**

Kolkata, West Bengal  
India

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## Core Skills

- Skilled in articulating and imparting concepts of concerned subjects with utmost ease and with ability to engross attention.
- **Ability to conduct classes both in online and offline mode with ease.**
- Good verbal and written communication skills.
- **Proficient in organizing and leading co-curricular activities.**
- Skilled in choreographing dance performances for school events.
- Worked as a tutor for secondary students.
- **Worked as a replacement teacher for primary students.**

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## Experience

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### Holy Cross Convent / Pre-Primary Teacher

June 2018 - PRESENT, Hooghly

- Fundamental responsibility for the cognitive development of the child.
- Planning daily lessons to assist the children in receiving basic education and to get them ready for their next year.
- Preparing educational lessons, planning games, activities and facilitating hands-on learning activities or field trips.
- Organizing group activities to develop children's communication skills by interacting with each other.
- Set up various activities related to art and craft, music, requiring varying levels of application of learning for children to engage in.
- Involvement in outdoor activities. Also ensuring that every child is safe in the play environment.
- Teaching various etiquettes to the students.
- Preparing extra lessons and arranging alternative ways of learning to help students who are facing difficulties in coping.
- Monitoring children's interactions and nurturing cooperation and sharing.
- Liaising with parents and care giver.
- Filled in for temporary replacement for various leaves, including maternity, teaching primary students, and ensuring their learning continued smoothly.

### Notable achievements:

- Sole organizer of a seminar about child safety in general and girl child abuse in specific. More than 500 parents attended the seminar.
- Took the initiative to create multiple videos for the awareness of parents about online teaching methods during COVID.
- Actively involved in teaching staff recruitments, student admission etc.

**Butter Butterfly/Class Teacher (LKG)**

Jun 2016 - Jun 2018, Kolkata

- Sole responsibility of the entire class.
- Designed and followed a complete teaching plan.
- Taught alphabet and numeracy along with personal, social, and emotional skills.
- Organized learning material and resources.
- Used a variety of activities and instructional methods (songs, stories, media, structured games, art, outdoor activities etc.) to motivate and stimulate children's abilities.
- Maintained an open line of communication with parents to provide appropriate information.
- Assessed student's performance and progress to ensure they are mastering the skills on regular basis.
- Monitored children's interactions and nurtured cooperation and sharing.
- Followed and complied with teaching standards and safety regulations.

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**Education**

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**Tehatta Institute Of Education/DL.EL.ED**

May 2022

Scored 90% overall.

**Rabindra Bharati University/MA (English)**

Jan 2013

Scored 50%.

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**Personal Information**

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Date Of Birth – 08/07/1989

Marital Status – Married

Languages Known – English, Hindi, Bengali