

CURRICULUM VITAE



SNEHA BASAK

E-mail- basaksneha04@gmail.com

Phone - 7908341338

Objective

To utilize my inner potential by integrating experience and knowledge to excel professionally and personally.

Professional Experience

Daffodils English Academy

April 2022- August 2022

Assistant Teacher

1. Strong communication abilities from written emails and documents to oral communication with students, staff, and caregivers.
2. Highly organized to ensure that data, documents, and other important files are compiled, stored, and managed in a thoughtful, and clear way.
3. Task planning and producing experience to create and organize learning tasks in and out of the school location.
4. Enjoys collaborative style work with strong team-work skills in communication, listening and delegating tasks to others.
5. Kind and caring demeanor with children to be a welcoming, open, and positive model for them to turn to and communicate with.
6. Certified in First Aid and CPR with confidence to deal with emergencies if they present themselves.
7. Attention to detail to notice potential problems, risks or certain dynamics within the classroom, or between caregivers and staff, to offer insight and advice to lead teachers in their operations.
8. Strong [mathematical skills](#) to assist with the learning tasks of students and answer questions where needed.
9. High level of focus and efficiency in grading, revising and delivering feedback on papers, assignments, and homework for students.
10. IT skills in the use of [Microsoft Office](#) and other software used for information storing, or document creation.
11. Highly motivated energy to continue to learn and take feedback on work performance.
12. Open-minded to different and unique forms of learning, testing new techniques, and researching alternative ways to deliver materials.
13. Passion education and assisting young people to reach their potential and achieve academic success.

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Software proficiency

- Have business enterprise solution with Tally-ERP9 course of computer (excel information Pvt. Ltd)
- Have a basic certificate course in computer (Malda Sadar Youth Computer Training Center)

Extra Curricular activity

- Completed 4th year in painting.
- Have 6 years of experience of creative and content writing for an international NGO.
- Have experience of freelance content writing.

Academic Qualification

YEAR	DEGREE	COLLEGE/SCHOOL	UNIVERSITY	%
2022	B.ED	V.T.T.COLLEGE	W.B.U.T.T.E.P.A	90%
2018	M.A IN ENGLISH	UNIVERSITY OF GOUR BANGA	U.G.B	63%
2016	B.A IN ENGLISH	MALDA WOMEN'S COLLEGE	U.G.B	56%
2013	HIGHER SECONDARY	C.C.G.H.S SCHOOL, MALDA	W.B.C.H.S.E	75%
2011	SECONDARY	C.C.G.H.S SCHOOL, MALDA	W.B.B.S.E	81%

- Qualified GATE 2021.

Personal Details

Date of Birth	August 4 TH , 1995
Gender	Female
Address for Communication	Orchid Valley Flat no 1C, Sardarpara, Kaikhali, Kolkata 700052
Religion	Hindu
Nationality	Indian
Marital Status	Unmarried
Languages Known	Bengali, English, Hindi
Hobbies	Listening to music, reading books, crafting, painting, swimming etc.

Declaration

I hereby declare that the above-mentioned facts are true to the belief and best of my knowledge.

Date:

Place:

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Signature