



## **ANURADHA KAR**

Dream Height Complex 1, kamardanga road Kolkata -700046

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### **CAREER OBJECTIVES:**

To work in a responsible and challenging position of a professional organization where I can utilize my professional skills, knowledge and my entire personality for the betterment of the organization and implement better ways and means to achieve the organizational goals and objective.

### **DATE OF BIRTH:**

18th. December.1992

### **SUMMER INTERNSHIP:**

- **School: Julien Day School, Kolkata.(ICSE)**
- Project duration: 1 month(15th.January.2024-15th.February.2024 )
- *Objectives:*
- The Project involved primary survey to understand:
  - Classroom teaching and learning methodologies to understand effective pedagogical approaches.
  - Conducted substitution classes effectively, assisted in classroom management, student engagement, and maintaining discipline.
  - Actively participated in school activities and collaborated with teachers for effective lesson execution.
- **School: Apeejay School, Kolkata.(CBSE)**
- Project duration: 3.5 month(22nd.August.2024-22nd.November.2024 )
- *Objectives:* Get Acquaint with overall Conduct of the School Activities and Record Keeping.
- The Project involved the following:
  - Assisted in planning and delivering lessons using 60 learning designs for (Geography, grades 6-8)
  - Developed engaging teaching materials and activities tailored to student needs.
  - Supported classroom management and facilitated small group discussions.
  - Conducted assessments and provided feedback to students.

## **EDUCATIONAL QUALIFICATION:**

### **Professional:**

- **2023-2025 -Bachelor of Education (B.Ed) (Pursuing)**  
St Xavier's Collage (Autonomous) , Kolkata  
Splz: Geography  
Result: 1st Div
- **2017 -- Master's in Business Administration (MBA)**  
Don Bosco Institute of Management  
(A constituent of Assam Don Bosco University)  
Splz: HR &Marketing  
Result: 7.28 CGPA

### **General:**

- **2014– Bachelor of Arts.**  
St Mary's College, North Eastern Hill University,Shillong.  
Splz: Geography  
Result: 2nd Div
- **2011 -- Higher Secondary School Leaving Certificate.**  
Bhajanlal Kamkyalal Bajoria School, Shillng.  
Stream: Arts  
Result: 2<sup>nd</sup> Div
- **2009 -- High School Leaving Certificate.**  
Govt Girls Higher Secondary School, Shillong.  
Result: 2nd Div

## **WORK EXPERIENCE:**

04.2017-.06.2023- Self -Employed.

- Oversaw all aspects of the business, including sales, sourcing, and customer service.
- Handled pricing, budgeting, and financial management for business growth.
- Ensured quality control, timely order fulfillment, and excellent customer service.

**EXTRA CURRICULAR ACTIVITIES:**

- Active involvement in Prajjwal, a social initiative promoted by my college to educate the underprivileged children of the village in Joypur, Guwahati.
- As a core committee member of the Finance Group in my College I was involved in organizing different activities like Workshops, Seminars and etc.
- Active involvement in Xaverian education society, National seminar and International seminar.

**COMPUTER SKILLS:**

- Proficient in Windows based office software platform and management information systems. : MS-Office 2013 including Word, Excel and PowerPoint.

**HOBBIES AND INTERESTS:**

- Interested in travelling, cooking and having new acquaintances.

**PERSONAL INFORMATION:**

Nationality	:	Indian.
Marital Status	:	Married
Gender	:	Female
Contact Number	:	9531227691
Email Address	:	<a href="mailto:annuradha.kar@gmail.com">annuradha.kar@gmail.com</a>
Language Proficiency	:	English (US), Hindi, Bengali, Assamese, Nepali.

**Declaration:** I do hereby declare that all the above information is true to the best of my knowledge.

**Note:** Any other information required will be provided if required.

**Anuradha Kar**  
*Signature*