

## Curriculum Vitae

### SABITA KANJILAL

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**Languages Known: English, Hindi, Bengali**



## PROFESSIONAL ABRIDGEMENT

- A result driven professional in Teaching, Soft skill & Inter personnel Skill, Training and Academics.
- Adept in training, teaching and strategizing.
- Well versed with internet and MS Office.
- Strong escalation handling & people management skills.

## SKILL SET

### STUDENT MANAGEMENT :

- Dealt with various students from academically sound to those extraordinarily talented in co-curriculum activities.
- Have expertise in working with a team of 10 to 12 or more subordinate staff members

### PROBLEM ANALYSIS

- Analyse problems/loop holes related to the lack of students understanding of the concern topic/subject so that those can be plugged and help the teacher in taking needful steps

### STRATEGISING

- To roll out possible solutions that can be implemented in class room to track students' performance and making reports to highlight .

## PROFESSIONAL TRAINING AND EXPERIENCE

- CTET qualified ( Both levels).
- Successfully cleared Suraasa International Teachers' Olympiad 2023-24 with approximate 89%( international level)
- Appointed as an Observer in CBSE and Govt of India recommended NAS 2021-22 Program
- Appointed as an Observer for CBSE Board exam of class X in 2021-22 session.
- Selected as Evaluator for CBSE Board exams of classes X and XII in session 2021-22.
- Worked as an Olympiad Exam Coordinator in 2018-19.
- An active member of British Council Teachers Development Group 2023-24
- Worked as the assistant Coordinator of British council ISA activity " Health and Wellness".**
- Proficient in M.S. Office

Having all over more than 14 **years** of experience in Teaching & Administration field .

## EDUCATIONAL BACKGROUND

EXAMINATION	SCHOOL/ COLLEGE	BOARD/ UNIVERSITY	DIVISION/ PERCENTAGE	PASSING YEAR
CTET	NA	NA	63	2021
M.A.(EDU)	IGNOU	IGNOU	1 <sup>st</sup> (1 <sup>st</sup> year) 85%	PURS UING (2 <sup>nd</sup> year)
B.ED	KANYA GURUKUL COLLEGE OF EDUCATION	CAUDHARY RANBIR SINGH UNIVERSITY, HARYANA	1 <sup>st</sup> Division	2016– 2018
M.A. (ENGLISH)	RABINRDA BHARATI UNIVERSITY, KOLKATA	R.B.U. KOLKATA	2nd Div.	2012
B.A. HONS. (ENGLISH)	SAROJINI NAIDU COLLEGE FOR WOMEN, KOLKATA	CALCUTTA UNIVERSITY	2 <sup>ND</sup> DIV.	2007
H.S.	R.K.S.MISSION VIVEKANANDA VIDYABHAWAN, KOLKATA	W.B.C.H.S.E.	1 <sup>ST</sup> DIV.	2003
MADHYAMIK	R.K.S.MISSION KOLKATA	W.B.B.S.E.	1 <sup>ST</sup> DIV.	2001

## DELEGATION SERVED

### NORTH POINT DAY HIGH SCHOOL - KOLKATA

Designation: TGT(English)

Duration: 2008 -2010

#### Job Summary:

- ❖ Worked as an English teacher
- ❖ Educating a child through different process based on a child psychological needs
- ❖ Preparing a child for different Inter school competitions.

### CENTRAL MODERN HIGH SCHOOL –KOLKATA

Designation: TGT English Language and Literature &Social Studies

Duration: 2011– December 2012

#### Job Summary:

- ❖ The job primarily involved providing assistance to the students to develop the skills required to fortify their base in grammar and literature.

- ❖ Preparing educational content for the content writing section of the Institution.
- ❖ Teaching English Language, Literature and Social Studies.
- ❖ Utilizing computer resources like Internet & Interactive Class Room Technologies to establish visual environment of learning.
- ❖ Maintaining records as a house-mistress to assists in house activities.

**NARAYANA SCHOOL -KOLKATA**

**Designation:TGT English Language and Literature**

**Duration: January 2013 to August2015**

**Job Summary:**

- ❖ TGT English
- ❖ Event Coordinator
- ❖ House Teacher ( classes 6 - 8)
- ❖ Conducted CPC exams.

**GREATER NOIDA WORLD SCHOOL**

**Designation:PGT English Language and Literature**

**Duration: October 2015 to July 2017**

**Job Summary:**

- ❖ PGT English
- ❖ House Mistress ( Class 8)
- ❖ Taught classes 6 to 9
- ❖ English Olympiad Coordinator
- ❖ Assembly Incharge

**BLS INTERNATIONAL SCHOOL**

**Designation: TGT English Language and Literature**

**Duration: August 2017 to till present**

**Job Summary:**

- ❖ **Coordinator of class IX( since 2018-19 Session)**
- ❖ **Subject Coordinator of classes IX to XII**
- ❖ **Active member of ISA PROGRAMME(International School Award) of British Council , Session 2018/19**
- ❖ **TGT English**
- ❖ **Media and Report Incharge**
- ❖ **Taking classes X and XI**

**PRESENT SALARY + PERKS**

**47000 p.m. + other perks**

**TEACHER'S TRAINING AND WORKSHOPS**

- **British council** certificate on “Introduction to International Learning”
- **British council** certificate on “ Educational for Global Citizenship”
- **British council** certificate on “ ICT for International Learning”
- **British Council** certificate on the workshop for Teachers Development Group 2023-24.

BOARD/ORGANISER	DATE	TOPIC
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CBSE	October'20	Bloom Taxonomy in Curriculum
CBSE	July'20	Art integration in Curriculum
CBSE	September'20	Gender sensitivity
CBSE	September'21	Experiential learning in Practice

**DECLARATION**

I hereby solemnly declare and affirm that statements made in this application are true complete and correct to the best of my knowledge.

**SABITA KANJILAL**