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Jalpaiguri, India 735101

PRASIT DUTTA

EDUCATION

BSc: Physics,Chemistry,Mathematics
Ananda Chandra College, Jalpaiguri, April 2008

Master: Master in Computer Application
Siliguri Institute of Technology, Sukna, Siliguri, March 2012

PROFESSIONAL SUMMARY

Dutiful Assistant Teacher experienced in supplementing logistics and learning-support to promote productive classroom environments. Expert abilities in student assessment, classroom management and cultivation of positive student behaviors. Lends critical support to lesson and curriculum planning. Offers thorough understanding of nuanced details and unique considerations of student needs.

SKILLS

- Individual and group instruction
- Student safety
- Student assessments
- Lesson planning
- Skills development
- Teaching pedagogy
- Mentoring students

WORK HISTORY

April 2023 - Current
DAV SCHOOL - TGT COMPUTER, Siliguri

- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Carried out day-day-day duties accurately and efficiently.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Worked flexible hours; night, weekend, and holiday shifts.
- Performed duties in accordance with applicable standards, policies and regulatory guidelines to promote safe working environment.

April 2022 - March 2023
Amarpati Lions Citizens Public School - ASST TEACHER , Siliguri

- Kept classrooms clean, neat and properly sanitized for student health and classroom efficiency.

- Recorded grades for coursework and tests in online reporting system.
- Worked with lead teacher to monitor class schedule and take attendance.
- Created lesson materials, visuals and digital presentations to supplement lesson plans.
- Oversaw students in classroom and common areas to monitor, enforce rules and support lead teacher.
- Applied specialized teaching techniques to reinforce social and communication skills.
- Helped teachers recognize learning issues evidenced in one-to-one support instruction.
- Prepared learning materials, helping teachers prepare for daily instruction.
- Collaborated with teachers for lesson preparation by preparing materials and setting up equipment.
- Provided support to help students with special needs learn and grow.

December 2021 - April 2022
Amar Jyoti International School - ASSISTANT TEACHER

- Kept records of student progress for teachers and parents and made notes on details such as behavior, grades, comprehension and personal growth.
- Provided one-on-one and group-based learning support to maintain student progress and development.
- Worked with teachers to design lesson plans and coordinate activities for classes, consistently noting successful ideas and identifying areas for improvement.
- Set up visual aids, equipment and classroom displays to support teacher's lesson delivery.
- Monitored and reported student progress and development, offering mentoring as needed.
- Worked with teachers to design lesson plans and coordinate activities for classes.
- Kept records of student progress for teachers and parents and made notes on behavior, grades, comprehension and personal growth.
- Took over class for regular classroom teacher, managing assignments, student needs and recordkeeping.
- Provided additional mentoring based on student evaluations.

April 2014 - December 2021
Saint Paul's School - Asst. Teacher

- Provided training, on how to use new computer applications and equipment to office staff and increased productivity by 20%
- Eveloped lesson plans and managed activities for students
- Teaching computer science & application to the students and maintained 90% student performance
- Anaged and maintained the operations of computer lab with 35
- CHIEVEMENTS
- Users
- Dmin of Saint Paul's School official website and Social Page
- Maintaining all the official contents in school's website
- Working as a class teacher for grade 5 & 6 from the beginning
- Raised math scores for the school district in grades 7th & 8th as measured by the state standardized test results
- Eveloped the students' critical thinking and reasoning skills, thus improving their test results by an average of 37%
- What did you achieve in this role?
- Additionally worked as Network

April 2013 - March 2014
Army Public School, Siliguri - TGT(Computer Sc.)

- Maintained the software and hardware of smart class (Educomp)
- Moved student's interest in programming
- Worked as a team leader for programming contest
- Maintained 3 computer labs
- Maintained the school's website
- Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.

CERTIFICATIONS

- BEd from Chatrapati Shahu Ji Maharaj University, Kanpur - 2014-15
- D.El.Ed from NIOS, New Delhi - 2017-19

PROJECTS

- Completed "Artificial Virtual Mouse" project on python on Pycharm.
- Currently working on a project of "Automatic Street Light System".

- "ATM mmachine" on C languagelanguage