



SUTAPA GOSWAMI

PRESENT LOCATION : BURDWAN (WESTBENGAL)

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CAREER OBJECTIVES:

To become a valuable teacher, with passionate commitment to student development and the learning experience. Skilled in the design of challenging, enriching and innovative activities that address the diverse interests and needs of students.

CAREERA CHIEVEMENT:

- i. Has been a warded the “Nation Building Award” on 2014 by the Rotary Club (Chakradharpur).
- ii. Has been awarded the ‘Excellence Award’ by the CBSE Council for the excellence performance of the students in the board exam.
- iii. Has achieved certificates for successfully completing the workshops and seminars on different subjects.

SUMMARY OF SKILLS:

- Organising students learning opportunities.
- Managing student learning progression.
- Developing student commitment to working and learning.
- Working in teams.
- Logical and critical thinking ability to solve the problem quickly and efficiently and management ability.
- Student Motivation.

PROFESSIONAL SUMMARY:

- Student Assessment.
- Individual Education Plans.
- Creative Lesson Planning.
- Multicultural Awareness.
- Parent–Teacher Communication.
- Classroom Management.

EXPERIENCE (FROM 1998 TILL DATE):

1. Name of the organisation : St. Paul’s Academy, Burdwan
Period of service : From April 2015 – Onwards
Designation : Primary Co-Ordinator / Sr. Secondary Humanities Faculty.
Subject: Geography & Political Science.

Job Responsibility:-

- i. Attending Classes from Class 4thto 12th.
- ii. Regular Parents Teacher Communicator.
- iii. Circular Co-Ordination / Class Management.
- iv. Regular Supervisor of the I.C.S.E. Examination.

2. Name of the organisation : **Koncept Public School, Chakradharpur**
Period of service : **From October 2013 – March 2015**
Designation : **Sr. S.S.T Teacher (TGT) / Parents Teacher Co-Ordinator.**

Job Responsibility:-

- i. **Attending Classes from Class 5th to 10th.**
- ii. **Maintaining School Record.**
- iii. **Regular Parents Teacher Communicator.**
- iv. **Circular Co-Ordinator.**

3. Name of the Organisation : **St.Mary's Convent School, Howrah.**
Period of service : **From April 2000 – September 2013.**
Designation : **Middle School English Teacher / HOD of SST for Sr. Classes**

Job Responsibility:-

- i. **Managing Classes from Class 5th to 10th**
- ii. **Office Management.**
- iii. **Examination In-charge.**
- iv. **Regular supervisor of ICSE Examination.**
- v. **Time Table Management.**
- vi. **Maintained the School curriculum activities in the school record diary.**

4. Name of the organisation : **Nava Kishalaya Primary School, Howrah.**
Period of service : **From March 1998 – March 2000**
Designation : **Primary English and SST Teacher.**

Job Responsibility:-

- i. **Managing Classes from 1st to 5th.**
- ii. **Officer Management**
- iii. **Examination In-charge.**
- iv. **Time Table Management.**
- v. **Regular NGO worker in the suburn area with the school children.**

PROFESSIONAL AND EDUCATIONAL QUALIFICATION:

- ✓ **Passed ICSE in the year 1994 with all the elementary subjects.**
- ✓ **Passed HS from Kolkata University in the year 1996 with English, History, Philosophy & Political Science.**
- ✓ **Passed B.A from Kolkata University in the year 1998 with Political Science, English & History.**
- ✓ **Did B.Ed. from Allahabad University.**

EXTRA CO-CURRICULAR ACTIVITIES:

- **Completed Diploma course (SWIFT JYOTI) from NIIT.**

PERSONAL DETAILS:

- ❖ **Date of Birth : 10th September 1977.**
- ❖ **Nationality : Indian**
- ❖ **Husband's Name : Mr. Kuntal Goswami.**
- ❖ **Languages Known : English, Hindi & Bengali.**

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place:

(SutapaGoswami)