

ASHMITA GHOSH

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PROFESSIONAL SUMMARY

An experienced, dedicated and proactive **TESOL/TEFL certified** educator eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Committed to enhancing overall student success by maintaining productive relationships with students and parents and updating educational protocols. I have been teaching in a reputed International Schools in Saudi Arabia as a Math and Science Teacher for more than 5 years from elementary level to mid-level till 31st May, 2023 before relocating back to Kolkata, India. Prior to coming in Saudi Arabia in 2017, I worked in India for more than 12 years in the corporate world including Government Organization as Deputy Manager, HR.

SKILLS

- Proficient to teach Math up to intermediate level (Grade 7) and Science.
- Technological Instruction
- Innovative 5 E Lesson Planning
- Effective communication and presentation skills
- Differentiated Instruction
- Classroom management
- Student engagement
- TEFL/TESOL certified
- Certified in Learning & Teaching Foundation.
- Expert knowledge in MS Office with over 10 years of professional experience in MS Excel, MS Word, MS PowerPoint and MS Outlook
- Certification in Advanced Excel.
- Diploma in Multimedia
- Online class Management

WORK HISTORY-SAUDI ARABIA ASSIGNMENTS

TEACHER 21/11/21 TILL MAY 2023

Atlas International School-Dammam, Eastern province, Saudi Arabia

- *Teaching middle level Math and Science (Grade 6,7)*
- Managing all the Exam papers preparation.
- Development of new worksheets and graphic organizers along with teachers notes.
- Proficient in Curriculum mapping, Scope and Sequence, 21st Century Skills, Steam and Stem Activities and differentiated mode of imparting knowledge.
- Learning Management System-Class Era intensively used for all classwork and homework activities.

TEACHER | 10/2018 to August 2021

New World International School - Al Khobar, Eastern province, Saudi Arabia

- Worked as a Teacher in New World International School (Grade 3,4,5).
- Taught Math and Science to over 60 students each year on information compiled from multiple sources, including textbooks, online sites and other educational materials.
- Educated students according to the Cambridge curriculum.
- Supported student teachers by mentoring on classroom management, lesson planning and activity organization.
- Inculcated both collaborative and interactive approach for teaching students.
- Evaluated and revised lesson plans and course content to facilitate and moderate classroom discussions and student-centered learning through implementation of 5 E Model for every lesson.
- Exam papers preparation.
- Development of new worksheets and graphic organizers along with teachers notes.
- Proficient in Curriculum mapping, Scope and Sequence, 21st Century Skills, Steam and Stem Activities and differentiated mode of imparting knowledge.
- Proficient in handling online teaching for the present scenario.
- Administered quizzes, formative and exit activities and tests to assess student understanding of material.
- Documented attendance, assignments, grades and participation for over 60 students each academic year.

TEACHER | 08/2018 to 09/2018

Dunes International – Dhahran, Eastern province, Saudi Arabia

Effective Classroom management, lesson planning and activity organization.

- Fostered team collaboration between students through group projects for English and Spoken English.
- Worked cooperatively with other teachers, administrators and parents to help students reach learning objectives in the subject of English.
- Established appropriate deadlines and provided complete instructions for reading assignment and homework.

SECRETARY TO PRINCIPAL | 12/2017 to 05/2018

Indian International School – Dammam, Eastern province, Saudi Arabia

- Assisted Principal in day-to-day affairs.
- Maintained daily reports.
- Greeted incoming visitors and parents professionally and provided friendly, knowledgeable assistance.

- Produced highly accurate internal and external letters and memoranda.
- Provided administrative services, including phone and email correspondence, making copies and handling incoming and outgoing mail and faxes.
- Prepared meeting minutes.

Corporate Assignments(India)

DEPUTY MANAGER-HR | 12/2012 to 09/2016

Webcon Consulting India Ltd., KOLKATA, INDIA

- It is a Management Consulting Government Organization. Headed the entire HR and Administration Department.

ASSISTANT MANAGER-HR | 10/2010 to 11/2011

Matrix Ventures Pvt. Ltd, Kolkata, India

- Management of the entire HR and Admin Department

From-To	Company	Position	Responsibilities
June'07 – Sep'10	Laurel Bakery Pvt. Ltd. (A reputed heritage Bakery Organisation), Kolkata, India	Administration Manager	Administration of functioning of the factory on a daily basis including management of statutory compliance
Jul'06 – March'07	Triumphant Institute of Management Studies, Kolkata, India	Asst. Manager-Operations	Management of complete operations across the city
Aug'05 – Jul'06	Career Launcher(I) Ltd., Kolkata, India	Centre Head	Management of entire administration of the training centre
Sep'02-Nov'03	IMS Learning Resources Pvt. Ltd., Ahmedabad, India	Counsellor	Counselling and marketing of service through various modes

EDUCATION:

➤ **120 Hour TESOL/TEFL Certificate- Accredited Course Graduate**

Accredited by ACCREDITAT & CPD Certification Service

UK Registered Learning Provider, 07/2021

- Teacher Training for English language
- Score: 100%

➤ **Certificate on Foundations of Teaching for Learning: Being a teacher**

Commonwealth Education Trust, Coursera, 07/21

- Score:80.33%

➤ **Jadavpur University | Certification in Education Administration (India)**

Education Administration, 12/2010

- Score: 80%

➤ **Gujarat University | Masters in Business Administration (India)**

Business Administration and Management, 02/2002

- Graduated as top 5 of Class
- Score (GPA): 3.36

➤ **Gujarat University | Bachelors in Electronics (India)**

Electronics, 06/2000

- Majored in Electronics
- Awarded 2nd position in Graduation
- Minored in Physics
- Graduated with First Class (Score above 60%)

➤ **Central Board of Secondary Education (India)**

Grade XII, 04/1997

- Majored in Math, Physics, Chemistry and English

➤ **St. Joseph's Convent (India)**

- Grade X, 03/1995
- Passed from ICSE Board with 83 %

OTHER EDUCATIONAL CERTIFICATIONS:

- *Ä Six Sigma Green Belt in HR Certification*
- *Ä Certified in ISO 9001:2008 Quality Management System and Internal Auditor Training Program*
- *Ä Trained in Performance Appraisal Techniques.*
- *Ä Diploma in Export Management.*
- *Ä Certification in Advanced Excel.*
- *Ä Diploma in Multimedia*

SEMINARS/WEBINARS ATTENDED FOR ACADEMIC DEVELOPMENT :

- Project Network certificate on Using Google Jamboard for Student Learning- Courseera, Sept,2021
- Project Network Certificate on Improving Classroom Management with Class Dojo, Sept,2021
- Critical Thinking Workshop- British Council,2018
- Blended learning with a focus on digital resources to support learning in primary math- Macmillan Education, 2021
- Introducing Primary Strand: Earth and Space- Collins, 2021

PERSONAL DOSSIER:

Marital Status: Married

Linguistic abilities: English (Fluent), Hindi (Fluent)

Passport Number: M6877577

Nationality: India

D.O.B: 03.07.79

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Kolkata-700032

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