



P.S. Sonar Gaon  
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## ANTARA GUPTA

**Objective** : An Educationalist with outstanding skill of managing the junior school teachers for last 15+ years. Produces impactful lesson plans and assessment schedules. Results - focused and driven educator and exam invigilator.  
Motivated to build skills amongst English as a mandatory language.

**Experience** : 1<sup>ST</sup> April 2015 - 4<sup>TH</sup> February 2023

### **Delhi Public school (Joka)**

#### **English Teacher (Classes Preparatory and 2 - 4)**

- Planned lesson plans with dynamic discussions and exercise to promote engagement
- Managed pupil's behavior, applying appropriate and effective measures in case of misbehavior
- Updated learning resources to achieve curriculum goals
- Developed constructive feedback on improvement areas
- Adapted teaching style of students with special educational needs and disabilities.

March 2010 - Sep 2014

**Garden High School**

Kolkata

Office Assistant (2<sup>nd</sup> March 2012 - 30<sup>th</sup> September 2014) Assisting the Principal

- Coordination with the teachers.
- Correspondence with the CISCE Council.
- Coordination of all CISCE activities related to the school.

- Preparation of class-wise syllabi and question papers.
- Assisting the principal and the headmistress in all exam duties.
- Distribution of answer scripts to teachers for correction
- Collection of answer scripts after correction.
- Arranging for scrutiny of answer scripts.
- Preparation of Transfer Certificates.
- Managing the files for the Principal
- Coordinating workshops for teachers and students
- Coordinating inter-house and inter-school activities.
- Managing the Principal's correspondence.

Office Assistant (1<sup>st</sup> March 2010 – 1<sup>st</sup> March 2012)

- Handling queries of parents and guardians
- Scheduling appoints between teachers and parents.
- Maintaining Registers.
- Preparing Notices.
- Coordination with the teachers for stop gap arrangements.
- Maintaining Leave register.
- Handling query for admission & selling of admission forms.
- General coordination of front office activities.

2006 – Feb 2010

**B.D. Memorial Institute**

Kolkata

Class teacher of Class I and computer teacher for Classes I, II, III, IV

- Teaching English and Bengali.
- Teaching art and craft.
- Conducting communication development classes.
- Taking computer classes.
- Conducting smart board and multimedia classes.

- Dealing with Guardians, selling of admission forms and looking after front office

2002 – 2006                      **South Point (Deputation)**                      Kolkata

Computer teacher for the Junior Section

- Was responsible for the theory and practical classes.
- Was a mentor for the computer projects.
- Implemented training courses for new recruits.

**Education**     :2015 – B-ed Chatrapati Sahuji Maharaj University, Kanpur 69%

2013 - M.A (English) Chatrapati Sahuji Maharaj University, Kanpur 66%

2008 – TTC from MACE Modern High School , Affiliated to C.U.

1999 – B.A (Pass) From South Calcutta girls college, CU 56%

1997 – XII From Sri Shikshayatan College, 47%

1995 – X Julien day School Kolkata, 65%.

### **Computer**

**Knowledge**     : Windows, Office, Publisher, G.W Basic, Logo, Photoshop, Corel draw, Flash.

**Salary**             : Negotiable

**Interests**         : Cooking, reading and special courses on craft

### **Personal Details.**

Date Of Birth             : 24<sup>th</sup> June 1978.

Nationality : Indian.

Husband's Name : Mr. Samrat Gupta.

Profession : Service (Nuvoco Cement).

**Ref : Mr. Rajib Bhattacharya ( Head Master) Dps Joka 9733049851**

Date :

(ANTARA GUPTA)