

Suparna Magdalene Sinha

Kolkata, West Bengal

suparnamagdalenesinha4_g2x@indeedemail.com

8100877787

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the best results.

Work Experience

B.D Memorial Jr School

Kolkata, West Bengal

September 2022 to Present

Full-time Teacher

Little Learners School - India

November 2014 to Present

December 2017 till

Bikash Bharati High School

Kolkata, West Bengal

February 2022 to September 2022

I worked here as a teacher in charge.

St Xavier's Public School

Kolkata, West Bengal

October 2020 to January 2022

I worked here as a teacher in charge.

Full-time Teacher

December 2014 to November 2017

Kickstarters as a trainer

May 2014 to December 2014

Joined Little Learners as a Teacher

November 2013 to December 2014

Education

Certificate in Part-II

M.A (English) Rabindra Bharati University

2016

Post Graduate Diploma in Montessori Education

Kolkata Montessori Training Institute - Kolkata, West Bengal

2014

B.A in English

Women's Christian College

2013

Our Lady Queen Of The Missions School

2008

Skills / IT Skills

- CLASS (Less than 1 year)
- COMPREHENSIVE LARGE ARRAY DATA STEWARDSHIP SYSTEM (Less than 1 year)
- MENTOR (Less than 1 year)
- MICROSOFT OFFICE (Less than 1 year)
- MICROSOFT WINDOWS (Less than 1 year)

Additional Information

Key Skills

- Excellent classroom management with the ability to focus children's minds on the task at hand.
- Careful lesson planner with the skills to keep all records presentable and up to date.
- Ability to mentor newly qualified teachers and to assist them with classroom duties.

JOB RESPONSIBILITIES

- Teaching Math and English to students from Class Nursery to Class 8.
- Conducting workshops on Story Telling, Art, Science, EQ etc.
- Conducting Olympiads and Competitions in Math and English.
- Planning and reporting for individual students.
- Organizing Birthday Parties (Theme parties with related activities) and Play Dates.
- Training new recruits.
- Counseling and interacting with parents on the child's progress and requirements.

COMPUTER PROFICIENCY

➤ Microsoft Office, Windows 2000/XP and Internet surfing

DECLARATION

I hereby declare that all the above given information are true and correct to the best of my knowledge.

Place:- Kolkata

Date:

(Suparna Magdalene Sinha)