



KAVITA BHATTACHARYA

PROFESSIONAL PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas.

WORK EXPERIENCE

Kognitics The International School

Primary English Teacher

May 2026-Till Date

- Delivered engaging English lessons for Grades 1–3, incorporating interactive and activity-based learning approaches.
- Strengthened students' language proficiency, communication, reading, writing, grammar, and vocabulary skills through structured classroom instruction.
- Used continuous assessment and personalised feedback to track learning progress and address individual learning needs.
- Developed worksheets, assessments, and learning resources while maintaining accurate academic records and documentation.
- Worked collaboratively with parents and colleagues to support students' academic progress and overall development.
- Contributed to school events, academic activities, and co-curricular initiatives.

National Institute of Language, Delhi

Communication Trainer (Remote)

May 2025 --May 2026

- Transitioned into the field of soft skills as a Communication Trainer.
- Help individuals enhance their communication and spoken English skills.
- Provide guidance in grammar, pronunciation, and confident expression.
- Empower learners to communicate with clarity and impact

CONTACT

9830830271/8232904288

kavita1983@gmail.com

483 NGEF Layout,

Nagarbhavi

EDUCATION

B.Sc 2002-2005

Calcutta University

B.Ed Pursuing

SKILLS

Communication Skills

Classroom Management

Public Relations

Teamwork Time

Management Leadership

Critical Thinking

Negotiation Skills

LANGUAGES

English (Fluent)

Bengali (Fluent)

Hindi (Fluent)

Kannada

(Beginner)

Orchids The International School, Nagarbhavi

Secondary English Teacher

DEC 2021 TO AUGUST 2023

- Taught English language and literature to secondary school students, focusing on reading, writing, and communication skills.
- Created engaging lesson plans and activities to promote critical thinking and language proficiency.
- Assessed student performance and provided constructive feedback to support their academic growth.

DNG Enterprises

Senior Commercial Executive

JUNE 2008 TO APRIL 2016

- Directed end-to-end customer service operations, developing and executing short- and long-term service improvement plans.
- Ensured timely and flexible responses to back-office operational issues, maintaining service delivery standards and SLAs.
- Identified process gaps and implemented corrective measures, resulting in improved customer satisfaction and efficiency.
- Managed escalations and resolved critical issues to ensure smooth delivery and business continuity.
- Collaborated closely with customers to proactively address concerns and strengthen service relationships.
- Drove continuous improvement initiatives, achieving higher customer retention and service quality scores.