



DEBLINA BHATTACHARJEE

SENIOR COORDINATOR

PROFILE

Coordinator with over 13+ years of experience providing academic, administrative support to over 50 staff members and interfacing with facility management and IT. I possess strong multi-tasking skills, with ability to simultaneously manage several works and schedules. Excellent Tech savvy and efficiency focused.

OBJECTIVE

I am diligent, self-motivated, co-operative. I thrive on challenges and constantly set goals for myself, so I have something to strive towards. I am not comfortable with settling and I am always looking for an opportunity to do better and achieve greatness.

CONTACT

✉ 34, R.B.C. Road, Prosadpur, Barasat, North 24 Parganas, Kolkata – 700124, West Bengal

☎ 7306838499

✉ deblina.bhatt@gmail.com

ACTIVITIES

- Book free Saturday
- DEAR (Drop everything and Read)

INTERESTS

- Music
- Reading Books
- Cooking

EXPERIENCE

GD GOENKA PUBLIC SCHOOL, SITAPUR, UP

School coordinator (March 2022 to March 2023)

Looked after school's daily operations, Section In charge, Planning and preparation for class timetable, Teacher's timetable, preparing substitution duty, Member of child safety committee, Member of school managing committee, Sexual harassment committee(chairperson), Member of grievance/complaint redressal committee.

IRIS WORLD SCHOOL, KARIMNAGAR, TELENGANA

Senior coordinator and Beyond Academic head (March 2015 to February 2022)

Manage academic and non-academic staff, Responsible for Exam department, Timetable preparation, reviewing lesson plan, Planning for holiday engagement activity, SUPW project, Taking classes for grade 9 & 10 (subject – commercial application, EVS, Home science), Manage school as well as hostel, Planning for hostel schedule, Extended study hour planning, arranging teachers for that.

STOKE NEWINGTON NEDIS ARTS & SCIENCE COLLEGE LONDON

Exam and School Coordinator (May 2006 to January 2015)

Manage exam department, preparing exam time table, Manage academic & nonacademic staff.

INDIRA GANDHI MEMORIAL HIGH SCHOOL, Kolkata

ACADEMIC , EXAM COORDINATOR (April 1999 to March 2005)

Manage exam department, Taught Social and science in Primary & Secondary sections.

CENTRAL MODERN SCHOOL, Kolkata

ACADEMIC (November 1996 to February 1999)

Taught Primary section. Subjects : English, Maths

DEBLINA BHATTACHARJEE

SENIOR COORDINATOR

LANGUAGE

- ENGLISH
- HINDI
- BENGALI

CERTIFICATES:

- DIPLOMA IN LEADERSHIP AND MANAGEMENT STYLE .
- DIPLOMA IN HUMAN RESOURCE MANAGEMENT
- POSTGRADUATE DIPLOMA IN SCHOOL MANAGEMENT
- EARLY CHILDHOOD STUDIES DEVELOPMENT AND EDUCATION
- LEADERSHIP SKILLS AND TEAM MANAGEMENT
- LEAN SIX SIGMA TOOLS
- ADVANCED MANAGEMENT TRAINING
- CAREER COUNSELOR
- ARTIFICIAL INTELLIGENCE IN EDUCATION AND HUMAN RESOURCE MANAGEMENT

EDUCATION

CALCUTTA UNIVERSITY

B . COM (1994/08 1996/07)

IGNOU

DIPLOMA IN OFFICE MANAGEMENT

MYSORE UNIVERSITY

PERSUING MBA IN DUAL SPECIALIZATION (HR & OPERATIONS). GOING TO FINISH IN 2025.

KEY SKILLS AND CHARACTERISTICS

- Strong interpersonal & communication skills
- Active listener
- Ability to work collaboratively as part of a team
- Problem Solving
- Leadership
- Adaptability
- Time management
- Conflict resolution
- Meticulous attention to detail
- Excellent Organizational skills
- Poised under pressure

REFERENCE

DR.SANJOY BHATTACHARJEE

Principal IRIS WORLD SCHOOL

sanjoy.bhattacharjee@irisworldschool.in

8978180014

MRS. TRISHLA SHAH

Principal GD GOENKA PUBLIC SCHOOL

gdgoenkasitapur@gmail.com

8177022239