



RUMA DUTTA ROY

VERSATILE PROFESSIONAL | EXPERIENCED ENGLISH TEACHER & HR SPECIALIST

CONTACT

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Bengaluru, Karnataka

EDUCATION

2014

DIBRUGARH UNIVERSITY

• B.Ed

(Namrup College of Teacher Education)

2012

GUWAHATI UNIVERSITY

• MA English

2007

DIBRUGARH UNIVERSITY

• BA English

(Digboi Mahila Mahavidyalaya)

SKILLS

- Effective Communication
- Classroom Management
- Teamwork
- Conflict Resolution
- Assessment & Evaluation
- Leadership
- Creative Teaching Strategies
- Critical Thinking

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Bengali (Fluent)
- Assamese (Fluent)

PROFILE

Skilled English Teacher & HR Professional with expertise in language instruction, recruitment, and employee engagement. Proficient in curriculum design, training, and performance evaluation, ensuring both student and workforce growth. Passionate about effective communication, talent development, and fostering a positive learning and workplace culture

WORK EXPERIENCE

Shivam Enterprise

JAN-2018 - PRESENT

Human Resource Manager

- Accelerated hiring, screening 20+ resumes weekly and conducting 10+ interviews monthly, cutting time-to-hire by 25%.
- Boosted employee satisfaction by 20% and retention by 15% through streamlined HR processes and engagement.
- Managed 10+ client interactions, ensuring seamless operations and driving business success.

Central Board of Secondary Education

MAR-2017 - APR-2017

Certified Examiner

- Participated in the Central Evaluation Workshop for CBSE English Core (AISSEE 2017), ensuring fair and standardized assessment.
- Gained deep insight into CBSE evaluation criteria, enhancing assessment quality and instructional strategies.

Zenith Child School

JAN-2014 - DEC-2016

TGT/ PGT English

- Taught English (Grades 8-12, CBSE), engaging 210+ students with interactive learning.
- Conducted ASL assessments for Class 9, enhancing communication skills per CBSE standards.
- Designed lessons & literary activities, improving student performance and critical thinking.