

RIA GOSWAMI

PERSONAL INFORMATION



Date of Birth : 14th December, 1986
Nationality : Indian
Gender : Female
Marital Status : Married
Languages Known : Fluent in English, Bengali, Hindi and Working knowledge of Turkish
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Permanent Address: Garden Green Apartment, Flat. No. E7, 184 Bansdroni Place, Kolkata – 700070
Residential Address: Building H4, Kolhapur, Maharashtra- 416118

CAREER OBJECTIVE

I am a TESOL and TEFL certified English Teacher with extensive experience and knowledge in teaching English in India and abroad for the last 8 years.

I have a very good command over English Language. My background includes tutoring and training children, developing my own teaching materials and assessing students' performance. I have worked in different international schools in Turkey and India as an English Teacher, where I provided assistance in English Language and Literature, reading, writing and speaking English to the students of Primary, Secondary and Higher Secondary sections. I have also trained and mentored adults in various aspects of English learning such as Business English and Spoken English. I have an experience of classroom teaching, one to one as well as group teaching sessions with learners. I also have experience in training students for IELTS/TOEFL/KET/PET/SOF-IEO and other English qualifying exams.

I believe I am energetic and innovative in creating effective lesson plans for students. Having worked as a class teacher I connect with my students on an emotional level and contribute to their overall growth as responsible global citizens. I am compassionate and can provide required counseling and guidance to students and parents. So I wish to work for a dynamic organization where I can put together my

teaching, training and counseling experience to facilitate quality training to learners. I am also a quick learner.

I have effective communication skills and a flair for writing. I have attended numerous national and international seminars and lectures on English teaching to keep myself updated and equipped with modern teaching methods and techniques.

CORE COMPETENCIES

- Teaching CBSE , ICSE, IB, PYP, IGCSE, Boards
- In-class English Teaching (Grade VI-X students)
- Class Teacher
- Training students in extra and co-curricular activities (Shakespeare's drama, assembly in-charge, organizing special events, script writing for special events, event anchoring etc.)
- Administrative experience (like maintaining attendance records, correction records, students' portfolio, departure records etc.)
- Online English Teaching
- English for specific purposes
- Spoken English
- IELTS/TOEFL/KET/PET training
- Business English
- Program Preparation and Lesson planning
- Student evaluation
- Interpersonal Skills
- Team Leadership and Training
- Counseling and Coaching
- Ability to build strong working relationships with co-workers
- Ability to build strong working relationships with students and guardians

RELATED WORK EXPERIENCES

1. Position: English Teacher/English Facilitator

Sanjay Ghodawat International School, Kolhapur, Maharashtra, India

Duration: February 2022 - Present

Job Description:

- Teaching English Language and English Literature to CBSE and Cambridge Board students (Grade IX and X)
- Focusing on improving grammar, listening, writing and speaking skills of students as well as English Literature
- Preparing weekly programs and assessing performance of pupils
- Classroom management (class-teacher);
- Planning and preparing course materials like quizzes and reading samples;
- Preparing art-integrated projects and fun games;

- Guiding students for different competitions (like inter school MUNs, inter-house and inter school debate competition, spell-bee competition, inter-house and inter school essay writing competitions etc.)
- Preparing and setting evaluation tests and exercises;
- Marking and providing appropriate feedback on oral and written work;
- Devising, writing and producing new materials, including audio and visual resources;
- Heading, Organizing and getting involved in social and cultural activities;
- Attending and contributing to training sessions;
- Basic administration, such as keeping student registers and attendance records, students' files etc.
- Attending in-house and international teacher training seminars
- Coordinating with parents and guardians, co-ordinating PTMs

2. Position: English Teacher and trainer

Ziel Classes, India

Duration: March 2020 - January 2022

Job Description:

- Teaching English online to primary and secondary students of IGCSE, ICSE and CBSE Boards
- Focusing on English Language and English Literature.
- Preparing monthly programs and assessing performance of pupils
- Preparing new materials, including audio and visual resources for students

3. Position: English Teacher and trainer

Multibhashi, India

Duration: March 2020 – July 2021

Job Description:

- Teaching English online to primary and secondary students
- Teaching English online to a varied group of learners
- Focusing on English Language and Spoken English.
- Preparing monthly programs and assessing performance of pupils
- Preparing new materials, including audio and visual resources for students

4. Position: English Teacher

Uygar Koleji, Gaziantep, Turkey

Duration: August 2017 – February 2019

Job Description:

- Teaching English as a Foreign Language to primary and secondary students
- Focusing on improving grammar, listening, writing and speaking skills of students
- Preparing weekly programs and assessing performance of pupils
- Classroom management;

- Planning and preparing course materials like quizzes and reading samples;
- Preparing and setting evaluation tests and exercises;
- Marking and providing appropriate feedback on oral and written work;
- Devising, writing and producing new materials, including audio and visual resources;
- Organizing and getting involved in social and cultural activities such as sports competitions, school parties, breakfasts with parents and excursions;
- attending and contributing to training sessions;
- Basic administration, such as keeping student registers and attendance records
- Attending in-house and international teacher training seminars

5. Position: English Teacher and Trainer

Akilli Bebekler Akademisi, Gaziantep, Turkey

Duration: October 2014 – October 2016

Job Description:

- Teaching English Language to preschoolers (Aged 2-6 years)
- Preparing weekly programs and assessing performance of pupils
- Classroom management;
- Planning, preparing and delivering lessons;
- Marking and providing appropriate feedback on oral and written work;
- Organizing and getting involved in social and cultural activities such as sports competitions, school parties, breakfasts with parents and excursions;
- Attending and contributing to training sessions

6. Experience in teaching English to young learners and adults from Turkey and France (Freelancer)

Duration: January 2015 – Present

Additional Work Experience

1. B.S.B. international Career Pvt. Ltd. Kolkata, INDIA

Position: Administrative Officer

Duration: October 2013 – January 2014

2. Offshore Research Partners, Kolkata, India

Position: Research Associate

Duration: April 2012 – July 2013

3. Cyber Polices Advocates, Kolkata, India

Position: Administrative and Research Associate

Duration: January 2011 – March 2012

4. Worked in BNMG & Associates, Kolkata, India

Position: Legal Intern

SCHOLASTICS

EDUCATIONAL INFORMATION

Examination Passed	Year of Passing	Board/Council/ University	Subjects Taken	% Marks Obtained
B.Ed	2022	WBUTTEPA	English	93
B.A.-LL.B (HONS.)	2010	Department Of Law, University Of Calcutta, India	English, Human Rights Law, Gender Equality Law, Child Law, Administrative Law	54.8
ISC (12 th Std.)	2005	Council for the Indian School Certificate Examinations, India	English, Bengali, History, Political Science, Social Science, Economics.	80.2
ICSE (10 th Std)	2003	Council for the Indian School Certificate Examinations, India	English, Bengali, History & Civics & Geography, Mathematics, Science. (Physics, Chemistry, Biology.), Home Science.	73.8

English Teaching Certifications:

- TEFL - 120 hours from International TEFL and TESOL Training (ITTT)
- TEYL – 50 hours from International TEFL and TESOL Training (ITTT)

Computer Skills

- Ability to use online database of advanced teaching techniques.
- Expert in using online teaching platforms.
- Expert in MS-Office, Adobe Photoshop, Internet.
- Advanced keyboard skills and the ability to produce own correspondence and documentation.