

CURRICULUM VITAE

RITWIKHA CHATTERJEE
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OBJECTIVE

To use the skills I have acquired and the creativity I have developed to achieve the highest levels of excellence in personal and professional career. Also to create, share and enjoy learning.

SKILLS SUMMARY

12 years of experience in facilitating teachers to integrate technology effectively in class room as well as to guide and train teachers on the various products offered by organization
Proficient in handling various computers aided digital e-learning tools.
Basic troubleshooting of hardware and networking (LAN)
Proficient with MS Office, G Suit (for Education), Internet
Team Skills
Quick Learner & Passionate
Dedicated

JOB EXPERIENCE (12 Years)

Worked as a Smart-class coordinator at Educomp Solutions Ltd from May 2009 to June 2013

Schools Attended:

- Mother International School (Konnagar) from May 2009 to June 2011
- Ballyguange Siksha Shadan (Gariahat) from July 2011 to mid of Jan 2012
- Shrishikshayatan (Exide) from mid of Jan 2012 to July 2012
- Vision International School (Uttarpara) from Aug'12 to Jan'13
- Delhi Public School Ruby Park Senior (Kasba) from Feb'13 to June'13.

Worked at Tata ClassEdge (under payroll of 2Coms LTD) from September 2013 to March 2015 as Class edge Coordinator

Schools Attended:

- St Aloysius Orphanage And Day School Howrah

Worked at St. Aloysius Orphanage And Day School Howrah from April'15 to Sept'21 as a Smart Class Coordinator

Role and Responsibilities

1. To generate and provide efficient, timely and accurate reports on technical support required by the school.
2. Basic troubleshooting of all the computers installed by Tata class edge. (24 computers and 2 servers)
3. Identifying actual technical error and lodging complaints to the service desk of Tata Class edge in case of major technical issue.
4. Creating presentations (group of contents provided by Tata Class Edge) in individual teachers ID as per school syllabus.
5. Downloading extra media and study material from the Internet and uploading to respective teachers ID (based on teachers demand).
6. Training and guiding teachers on how to use computers and Tata class edge software.
7. Maintenance of hardware records.
8. To share the accurate product usage report timely with the school principal and Tata ClassEdge.
9. To help the teachers in usage of Class Edge timely and accurately as per their requirements.

LANGUAGES KNOWN:

English
Bengali
Hindi

EDUCATIONAL QUALIFICATION

Institution	Name of Exam	Division
SERAMPORE COLLEGE (C.U)	B.Com (final year 2008)	2nd
Mahaswari Valika Vidyalaya	Higher Secondary	2nd
Shree Mishra Sschool	Madhyamik	2nd

PERSONAL ADVANCEMENT

- *Google Certified Educator Level 1 (valid through 19th May 2026)*
- *IT Certificate (Paschim Bongo Yuva Computer Prashakshan kendra)*
- *Diksha Certificate Courses:*
 - 1) Covid 19 – Responsive Behaviors
 - 2) ICSE_Understanding Rights, Child Sexual Abuse and The POSCO Act,2012
 - 3) ICSE_Covid 19 Scenario: Addressing Challenges in School Education
 - 4) ICSE_Preschool Education
 - 5) ICSE_Initiatives in School Education
 - 6) ICSE_School Leadership: Concepts and Applications

- 7) ICSE_Pedagogy of Science
- 8) ICSE_Pedagogy of Language
- 9) ICSE_Pedagogy of Social Sciences
- 10) Environmental Hazards of Electronic Waste (e-waste)
- 11) ICSE_Pedagogy of Mathematics
- 12) ICSE_Pedagogy of Environmental Studies
- 13) ICSE_School Based Assessment
- 14) ICSE_Art Integrated Learning
- 15) ICSE_Integration of ICT in Teaching Learning And Assessment
- 16) ICSE_Integrating Gender in Teaching Learning Process
- 17) ICSE_Developing PSQ for Creating a Safe And Healthy School Environment
- 18) ICSE_Curriculum and Inclusive Classrooms
- 19) ICSE_Health And Well-being in School
- 20) CISE_SEC_ICT in Teaching-Learning and Assessment
- 21) CISE_SEC_Curriculum and Inclusive Classrooms
- 22) CISE_SEC_Personal-Social Qualities for Holistic Development

EXTRA-CURRICULAR ACTIVITIES AND ACHIEVEMENTS

Organizing Skill

Organized play in the locality

Organized Science Exhibition in the locality

Participated and organized several cultural programs in school Hobbies

Painting, cooking, listening music, dancing (specialized in Bharatnatyam)

PERSONAL DETAILS:

Husband's Name : Mr. Arunanshu Chatterjee.

Date of Birth : 25th FEB 1985.

Sex : Female.

Marital Status : Married.

It is my strong belief that given an exposure I can make a difference by hard work, devotion and dedication. I am multi talented, bright and I have a desire to succeed. I think I will become an efficient one in achieving the goals of the organization by employing my skills and abilities while being resourceful, innovative and flexible, resulting in the overall development of the organization.

DATE:

Ritwika Chatterjee