

CURRICULAM VITAE

SABITA PAUL

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Career Objective

I would like to draw your kind attention to my CV. With my work experience and training I would like to utilize my ability to learn fast, work in a team and work under stress so that I can perform efficiently in a heterogeneous environment, in the process helping the organization deliver their services effectively and leading to both organizational and individual growth.

Academic Qualification

- 1) Passed **M.A. (Bengali)** Examination in the year 2016 with **55.5%** marks under **Rabindra Bharati University**, Saltlake, Kolkata.
- 2) Passed **B.A. (Bengali Hons.) Examination** in the year **2011** under Calcutta University with **51.75%** marks.
- 3) Passed **Higher Secondary Examination (Arts)** in the year **2008** from W.B.C.H.S.E. with **63.8%** marks.
- 4) Passed **Madhyamik Examination** in the year **2006** from W.B.B.S.E. with **67.25%** marks.

Technical Qualification

- Completed **Computer Fundamentals** [Basic Knowledge of MS office (Word, Excel, Power Point) & Internet] course from **Domjur IIT**.

Other Qualification

- Completed short term course in the year **2022** with **Grade 'A'** on '**Certificate in Communicative English (CICE) Online Class over Google Meet**' conducted by **Centre for Language, Translation and Cultural Studies, School of Humanities, Netaji Subhas Open University**.
- Passed **B.Ed** in the year **2018** with **81%** from **Vivekananda Ramakrishna Mission B.Ed College, Pirpur, Howrah** under **WBUTTEPA**.
- Was a two years **NSS Volunteer** till **2008 to 2010**.

Personal Profile

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|-----------------------|---|-----------------------------|
| Date of Birth | : | 18 th June, 1990 |
| Father's name | : | Kartick Paul |
| Husband's Name | : | Souvik Paul |
| Gender | : | Female |
| Marital Status | : | Married |
| Nationality | : | Indian |

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|-----------------------------|---|---|
| Permanent Address | : | Vill + P.O – South Jhapordah,(Near Maity Para) P.S – Domjur, Dist. – Howrah, West Bengal, Pin-711405. |
| Current Address | : | 364E, Kalighat Road, Kolkata-700026. |
| Interests | : | Understanding human behaviour, Understanding Natural Facts, Poetry Writing & Creative Writing, Drama & Acting |
| Language Proficiency | : | Bengali, English, Hindi (speak & read). |
| Hobbies | : | Listening music, Book reading, Photography & Video Making, Cooking, Watching Movie etc. |
| Other Engagement | : | Active member of a NGO ‘Domjur DISHA’ (Domjur Integrated Society for HIV/AIDS, Reg. No.S0108384 of 2002) |

Skills

1. Have ability of **Lesion Planning** as a part of B.Ed curriculum.
2. Can make Questionnaire according to the cognitive domain of Bloom’s Revised Taxonomy.
3. Have **taken classes of 30- 40 students in the secondary section** for one month in the school ‘**Pirpur Joynagar Udaychand Institution’ Pirpur, Howrah**, during the internship period of B.Ed curriculum.
4. Have ability of **Academic Management Skills** like - Student Admission, Query Addressing, Attendance Record Keeping, Exam scheduling, Marks Uploading, Academic Meeting Arrangement & Minutes making , Academic Coordination, Student Support, Arrangement of Seminars and webinars, Coordination with University (**MAKAUT, WB**) and Institute etc. for the course ‘**Post Graduate Diploma In early Intervention for NeuroDevelopmental Disorder**’.
5. Managing Clinical Internship '**NeuroDevelopmental Disorder in Child and Multi-Disciplinary Approach**' that runs under the organization **Nabajatak Child Development Centre**.
6. Can serve visitors and customers in a pleasant manner.
7. **Engaged with private tutoring** from primary class to 12th standard students for more than 10 years.
8. Have some other Co-curricular Skills like:
 - Drawing,
 - Photography,
 - Drama and Acting,
 - Poetry writing & Recitation,
 - Craft making,
 - Yoga & Physical Workout.

Experience

1. Working as an **Academic Coordinator** at '**Nabajatak Child Development Centre**' in collaboration with **Maulana Abul Kalam Azad University of Technology, West Bengal**, BC 98, Salt Lake City, Sector- 1, Kolkata-700064 from 4th October, 2021 to till date.
 - Form creation
 - Advertisement content checking
 - Student Admission
 - Query Addressing (Telephonic & face to face)
 - Attendance Record Keeping
 - Exam scheduling, Marks Uploading
 - Academic Meeting Arrangement (online & offline)
 - Scheduling Meeting
 - Minutes Making
 - Student Support
 - Arrangement of Seminars and webinars
 - Coordination with course director and faculties
 - Coordination with University and Institute
 - Management of internship (approving internship application, monitoring interns, certificate providing etc.)
 - Candidate calling for interview of recruitment for office
2. Have taken part in Awareness campaigning on Plastic pollution and Awareness of Covid norms under the NGO '**Domjur DISHA**' during Covid Period.
3. Worked as a '**Mobilizer**' under '**Team Lease**' in the **Learning Services** department at Domjur (IIJT Domjur) on a retainer / contract basis from **17th March 2016** till **16th September 2016**.
 - Schools / coaching centres visit for student's data collection
 - Tele communication with students & gurdians,
 - Counselling of students
4. Worked as **Office Assistant** at '**Hindusthan Agro Project India Ltd**', Jagacha, Howrah from **1st September 2012** to **30th November 2013**.
 - Dealing with Customer query
 - Portal management
 - Policy maturity counting
 - Maintaining of excel sheet.
 - Form creation

5. Worked as a Cashier cum computer operator in '**PTF Project Pvt. Ltd**', Panchla, Howrah from **1st December 2011 to 30th May 2012**.
 - Cash counter maintaining
 - Query addressing
 - Dealing with customer query
 - Maintaining of excel sheet.
6. Have taken part in **Hygiene and Primary Health awareness campaigning** as a part of **NSS activity in 2009**.

Training Courses /Conferences /Seminars

- 1) Attended a course of training of "**FIRST AID ON EMERGENCY**" on **2010**.
- 2) Participated in the workshop on "**Understanding behavior and focus on skill development towards employment for the Children with Autism Spectrum Disorder**" 4th March 2018 at **SENSE, Chinsurah**.
- 3) Attended a National Level Seminar on '**BENGALI NOVELS OF 21ST CENTURY**' organized by **BHASA O SANSKRITI GABESHANA PARISAD** On 21st April,2018 at Mahabodhi Society , Kol-73.
- 4) Attended a National Webinar on '**Yogic Solution To Psychological Challenges Arising In Present Situation (COVID-19)**' organized by **DEPARTMENT FO YOGIC SCIENCE AND NATUROPATHY**, Guwahati Campus,Mahapurusha Srimanta Sankaradeva Viswavidyalaya in collaboration with **Indian Yoga Culture and Yoga Therapy Centre**, Maligaon, Guwahati, **Krishna Kanta Handique Govt. Sanskrit College**, Jalukbari & **Assam State Chapter, Indian Yoga Association (IYA)** on 20th June 2022.
- 5) Attended One-Day National Webinar on '**Yoga For Holistic Health In Corona Pandemic Situation**' organized by The Department of Physical Education, **Kandra Radha Kanta Kundu Mahavidyalaya** on 8th September, 2020.
- 6) Attended 19th Annual Conference of IAP Chapter of Neuro Developmental Pediatrics on '**DEVELOPMENT LESSONS IN THE LAND OF THE RISING SUN**' on 3rd & 4th September, 2022 at **Biswa Bangla Convocation Centre, Kolkata**.

Sabita Paul.