

Ankita Das

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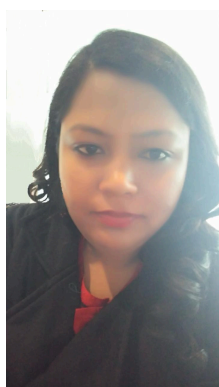
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Profile

A committed and versatile educator with over 16 years of experience in teaching, private tutoring, and academic counselling. In addition to my teaching background, I also bring with me a wealth of long-term professional legal and mediator, negotiator experience. I hold a postgraduate degree in Law (LL.M) and have recently qualified as an ESL teacher, now bringing my rich teaching experience into the field of language education.

These experiences have shaped my ability to listen actively, communicate with sensitivity, and create a respectful and inclusive classroom atmosphere. I have worked across a wide range of educational settings, including as a lecturer in law at a law school, high school teacher, private tutor, and career advisor. My teaching approach is learner-centered, empathetic, and focused on building clarity, confidence, and strong communication skills.

I am also experienced in the corporate sector, senior attorney's office practice, and independent legal services.

Every role has enhanced my ability to simplify complex language, use clear structure in communication, and engage learners with academic or professional goals.

TEFL Qualifications

2025 Qualifi Level 5 Diploma in Teaching English as a Foreign Language (168 hours) - The TEFL Academy

- Ofqual regulated Level 5 qualification, DEAC approved
- Lesson planning, Classroom management, Teaching vocabulary and pronunciation, Teaching receptive and productive skills, Teaching grammar, Materials development for face-to-face and online lessons, Assessed lesson content for A1-C2 level students.

Education & Courses

2011 - 2013 LL.M Postgraduate in Law

Symbiosis Law School (Pune, India)

- Specialization in International global legal studies and International criminal law

2006 - 2011 B.A. LL.B (Hons.)- Bachelor's in Law

Department of Law, University of North Bengal (Siliguri, India)

- Integrated 5 years course in law.

2004 - 2006 Humanities - Siliguri Model High School

- English, History, Economics, Political Science and Second language Hindi.

Training

IIAM Accredited Mediator

Indian Institute of Arbitration and Mediation (Kerala, India)

Experience

Private Tutor, Educator and Career counselor- Spoken English Specialist

Self-Employed and Freelancing | 2013 - 2023 | 2006 - 2011

- Taught English and Law as the main subject, with additional instruction specifically to high school students in subjects such as History, Social Studies, Political Science, and Hindi as second language.
- Provided personalized instruction through one-to-one and small group sessions to students of all ages.

- Specialized in teaching spoken English to adults from diverse professional and educational backgrounds, focusing on improving communication skills for both personal and professional use.
- Specialized in exam preparation and personalized academic support.
- Offered career counseling at a later stage in career, to students, guiding them in subject selection, academic planning, and career paths.

Freelance legal writer, editor, and self-published author *(2021 - 2023)*

Crimson Skies (2021). Experienced in drafting legal documents and editing a variety of non-legal content. Proficient in APA, MLA, OSCOLA, and tools like MS Word and Grammarly.

Employment

Lecturer in Law & English

National Institute of Management and Law (2017-2018); G.D.Birla Education Centre-High School (2020-2021)

- Taught Legal English, English, Criminal Law, and Media Law to undergraduate students.
- Prepared students for exams.
- Organized orientation programmes, arranged class routines, and took part in teacher recruitment and interviews.
- Allotted classes and assisted with academic coordination.
- Taught Legal Studies, conducted exams, and evaluated answer sheets for senior secondary students.

Mediator & Disputes Resolution Counselor (Negotiation & Conciliation)

Freelancer, Self-Employed (2016–2022)

Provided mediation, negotiation, and conciliation services for marital, family, financial, business, and property disputes. with tailored, solutions-oriented approaches.

In-House Legal Counsel & Independent Legal Adviser

Office of Senior Attorney at Law (2013–2015); Independent Legal In-house Counsel (2015-2023)

Provided legal advice, conducted in-depth research, drafted and reviewed contracts, agreements. Advised and provided dispute resolution.

Computer Skills

- Proficient with Zoom, Google Meet, and LMS platforms (Google Classroom, Moodle)
- Skilled in PowerPoint, Google Slides, and Canva for lesson creation
- Experienced with digital tools like Kahoot, Quizlet, and ESL Library
- Strong in Google Workspace (Docs, Sheets, Drive)
- Basic multimedia and video editing for class materials
- Comfortable with interactive whiteboards and educational apps

Hobbies & Interests

I am deeply passionate about writing and reading, and I am a self-published author of a fiction novel released in 2021. Storytelling allows me to explore different ideas and connect with readers through creativity. Gardening is another interest of mine, as it provides me with a sense of peace and allows me to cultivate a space that reflects my creativity and attention to detail. I also enjoy cooking, particularly experimenting with new cuisines, and painting, which serves as a creative outlet. My love for crafts and singing further fuels my imagination, and listening to music helps me unwind and stay inspired. Additionally, I practice meditation regularly to maintain focus, mindfulness, and balance in both my personal and professional life.

Personal Details

Date of Birth: 2nd December 1987

Nationality: Indian

Languages known:

English (Proficient)

Swedish (Intermediate)

Hindi (Proficient)

Bengali (Native)

REFEREES ON REQUEST