
GARGI DASGUPTA



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ABOUT ME

I am a master's degree educated, soon to be qualified EFL teacher. I enjoy using my creativity to produce stimulating lessons to inspire and engage a class. I work well in a team and can communicate effectively at all levels and ages

EXPERIENCE

I have just completed the Level 5 TEFL course from TTA (The TEFL Academy- Ireland/UK). I am currently doing private teaching. During my graduation, I used to do private teaching. It was an achievement that two of my students who used to get 10%-20% in their exams started to get 70%-75% marks in their exams after I started to teach them. After completing my graduation and computer training, I left private teaching and joined corporates like 1. Vaishno Mata Pvt. Ltd. (as a receptionist), 2. ECIT-ECIL (as an office assistant and career counsellor), 3. MPTI Pvt. Ltd. (as a junior career counsellor) 4. New Horizons India Ltd. (as a program advisor) 6. JRG Centre (as a course coordinator). All my experiences were related to students only. I started to understand their psychologies very well and love to be rounded by kids and students. I Again started private teaching at the time of pursuing my M. Com degree. Though I love Mathematics and Accountancy, I utterly fell in love with the English Language at the time of teaching English to my students. Parents of my students start to praise me for my teaching style and knowledge of English, Maths, and Science. I am doing private tuition now. It's a great achievement that my students are doing very well in their studies and people randomly send me their kids to take the tuition from me. I experience a great bonding between teacher and students, respect, achievement, recognition, seeking to always learn something new, and productive and innovative involvement in my teaching career. I envisage it and look forward to achieving more certificates (like TEFL) in teaching education, achievements and recognitions in the teaching field if I get the opportunity.

TEFL TRAINING

Level 5 168 Hour TEFL Certificate – The TEFL Academy, UK. - November 2021 – May 2022 - Pass Grade

- Created lessons for a variety of levels from pre-intermediate to advanced
 - Teaching speaking, listening, reading and writing
 - Material & resource creation, utilising the internet
- English grammar and how to teach the essential language
 - Needs analysis and teaching in different situations
 - Classroom management and teaching techniques

Achievements in the TEFL course – I. Assignment A -

Overall Grade: PASS – Overall feedback from the faculty- Gargi, Congratulations on passing your first assignment. You have successfully set two activities for the elementary text, pre-taught vocabulary for the lower intermediate, and created two sets of questions for the upper-intermediate text- well done! Overall, this is a strong pass for your first assignment- well done!

Marker: Mark Lewis

HOBBIES

Listening to music, reading story books, writing poetry and stories.

PERSONAL DETAILS

DATE OF BIRTH: 08/01/1982

MARITAL STATUS: MARRIED

NATIONALITY: INDIAN

DRIVING LICENCE: NULL

LANGUAGES SPOKEN:

ENGLISH, BENGALI, HINDI
AND ORIA

REFEREES:

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2. Assignment B – Overall Grade: **PASS** – Overall feedback from

the faculty – Well done on passing Assignment B. Your lesson follows the required PPP format and would achieve some of its aims in the allocated time. The tasks you have included are interactive, creative and would encourage communication among your learners. The materials you have chosen are relatable and engaging for this age group. wish you well for the next assignment and the remainder of the course! **Marker: Luan Midgley**

3. Assignment C – Overall Grade: **Merit** – Overall feedback from

faculty – Well done on passing the final assignment. A good choice of text for these students and a range of activities based around the text. I hope you get the opportunity to gain further practical experience in the classroom; you have the potential to become a key member of any teaching team, with continued support. Good luck with your continued teaching. – **Marker: R. Brown Forde**



EDUCATION

- ✓ **M.Com (Vidyasagar University) (2 years degree course)** in 2019, grade/division/class achievement - 2nd,
- ✓ **B. Com (Accountancy Hons.) (3 years degree course)** in 2003, grade/division/class achievement - 2nd.
- ✓ **H.S. (West Bengal Board)** in 2000, grade/division achievement - 1st,
- ✓ **Secondary Exam (West Bengal Board)** in 1998, grade/division achievement - 1st,
- ✓ **Independent Accountant** course from ICA institute in 2004.
- Achievements/reorganization in other creative fields: -
- ✓ Several times, I was honoured with the prize for being 1st, 2nd or 3rd in the painting competitions, dancing and singing competitions in my school and our colony.
- ✓ One time, I got the prize for being the most well-behaved girl in the whole school.

Private Teaching (March, 2017 – Now)

My job responsibilities: Generally teaching the students of the CBSE Board - specializing in teaching English, Mathematics, Science (Physics, Chemistry, and Biology), and Geography - describing the matter of the subjects and eliciting their understanding of the subjects from them - working on their projects and other special educational activities - working on their subject enrichment - working on the root of their subject knowledge/difficulties/hurdles for grasping the subjects - making and helping them practice on writing, speaking, listening, reading, doing activities of the subjects, and practising Mathematics - preparing students completely ready for the individual class.

JRG Centre for learning and education, Bhubaneswar-India (July 01, 2008, to May 31, 2010,)

As a course coordinator (marketing and administration)

My job responsibilities: taking care of day-to-day marketing activities - making the marketing strategies for the promotion of the product - making the class schedules and co-ordinate with the faculty - checking the stock of course materials and coordinating with the head office - looking after the day to day development of the other regional centres - coordinate with the marketing managers of different places - making the plan of opening centres in new places - making the plan of development of the centres in those places - budgeting the cost of expenditure for the opening of new centres - setting process-flow with the students and trainers - in absence of the counsellor counselling the students.

New Horizons India Ltd., Kolkata-India (Oct. 03, 2006 – June 30, 2008,)

As a program advisor (marketing and administration)

My job responsibilities: interacting with different customers in different verticals & camps; understanding their training needs - coordinating for searching desired training programs - making the class schedules - setting process-flow with the students and trainers - making the book requisition forms and issuing those to the students - making the arrangement of corporate pieces of training - tracking their performance; regularity in the classrooms - invoice making, registration forms making and class schedule maintaining - maintaining the day to day collections of the student's accounts - review of process flow with customers on a regular basis for smoothening of the same - counselling the retail batch students.

Management and Professional Training Institute (India) Pvt. Ltd. (March 27, 2006 – Oct. 01, 2006,)

As a junior career counsellor (marketing and administration):

My job responsibilities: managing and ensuring the smooth functioning of the counselling cell at MPTI – administrating total back office operations, which include maintenance of student database, furnishing monthly reports, collection of students, fees and reporting the student's feedback to the course co-coordinator/director - coordinating with academic institutes along with marketing executive to conduct the seminar and other_promotional activities looking after day to day accounting operations - conducting the counselling session for the interested parents of the students - arranging the student's skill development classes and communicating with the faculty.

ECIT, CED of Electronics Corporation of India Ltd (December 20, 2004, to March 25, 2006,)

As office assistant cum counsellor (marketing and administration)

I played more or less the same job roles in ECIL-ECIT as I have mentioned above. From this company, I started my counselling job with the key responsibilities of administration.

Vaishno Mata Marketing Pvt. Ltd (June. 2, 2004 to Dec. 19, 2004)

As a receptionist

My job responsibilities: receiving calls and making calls related to the office work - coordinating with the Marketing Team - calculating the travelling charges of the sales executives and maintaining the records - preparing the report of targets vs achievements of the sales executives by the excel sheets - handling the calls of vendors and suppliers and settlements of the transactions - day to day communication to the director for all the details.