**ANKUR CHATTERJEE** 

Behind Buddh vihar, G.E. ROAD, Charoda, Dist: Durg (C.G), Pin code: 490025 **Ph:**+91 9098139615; **Email:**ankurchhatterjee@yahoo.com

**Date of birth:** 08 January 1971

**SENIOR PROFESSIONAL – EDUCATIONIST/ ADMINISTRATOR/ TRAINER**

**New Academic Venture/ Innovative Solution Provider/Educational Policy Formulator/ Academic counsellor/Teacher Trainer**

# Analyst and expertise in National Education Policy 2020

## PROFILE

* **More than 20 years of rich experience in Educational research, Content writing, Teachers training and Creative initiative**, along with an ability to handle core administration related activities such as sales and marketing, infrastructure, facility, human resources, training and development of staff members and organizational behaviour and organization development.
* Ability to effectively contribute to the organizational goals while working independently with little direct supervision.
* Expertise in effective planning and scheduling to ensure execution of projects within time & budgetary parameters

* Expertise in planning, organizing, coordinating and monitoring all types of curricular and co-curricular activities for the overall development of team keeping organizational goals in priority.

* Skilled in managing the crisis communication effectively, analysing problems and opportunities; liaising with management & clients. Ability to interact with people and facilitating strong understanding and learning.

## HONORS AND ACCOLADES

* Rewarded for outstanding Teaching & Management from **UNICEF, India**
* Rewarded as an Outstanding Teacher of the Institution twice by M.V.M. (1), Raipur.
* Certificate of appreciation for Teacher’s training and Teacher’s orientation programme by **K.L.A Law College**
* Distinction of getting selected for Recording Model Class Teaching organized by M.V.M. National Office, Noida, Delhi
* Awarded as an outstanding teacher and H.O.D. of English in G.S.S. Raipur.
* Conferred with various awards for excellent reciting skills displayed in events organized by various organizations.
* **Conducted teachers training program in various renowned C.B.S.E Schools in five states of India and trained more than 4800 teachers across the country on behalf of Everonn Education limited**

**(Chennai)**

* **Developed and prepared the content of English language lab based on C.B.S.E curriculum for Everonn Education limited which has been taught in Pan-Asia.**
* **Awarded as the best academic counsellor and innovative modern teaching methodology provider in India by Everonn Education limited.**
* Appraised and appreciated from management and Educational Welfare Society, for sheer performance in the rapid development of **Daffodil School** as a principal.
* Convenor of Prism Group of Institutes, Bhilai

## FUNCTIONAL EXPERTISE

* **Overall Supervision**: Involved in maintaining inter-disciplinary coordination among the team members.
* **Client Relationship:** Effectively coordination skills for seamless execution of the events & activities.
* **Team Management:** Effectively lead & managed the team for the effective execution of tasks assigned.
* **Organizational skills –** Involved in planning and organizing learning modules and exercises
* **Communication skills –** Possess excellent communication skills and impart ideas and thoughts effectively
* **Training & Development –** Imparting education and designing innovative means to facilitate easier learning, modern methodology of teaching and child psychology.
* **People understanding –** Deep understanding of human psychology and relate to people from diverse fields
* **Trained professional –** Received training in leading institutions and workshops for better effectiveness
* **Evaluation**: Closely monitored the performance and took corrective actions for improved understanding

## EXPERIENCE

* **JYOTI VIDYALAY,** Bhilai Charoda (**C.B.S.E Affiliated Higher Secondary School) PGT (English*),***  *April 1999 to*

*March 2000.*

* **MAHARISHI VIDYA MANDIR,** RAIPUR (**C.B.S.E Affiliated Higher Secondary School) PGT (English),**

*April 2000 to March 2002*

* **GUJRATI SHIKSHAN SANSTHAN**, RAIPUR **(**C.B.S.E Affiliated Higher Secondary School**), PGT (English)**

**H.O.D**

*June 2002 to March 2004*

### DAFFODIL ENGLISH MED. SCHOOL, BHILAI, as a Principal & PGT (English). *April*

*2004 to 2010*

* **EVERONN EDUCATION LTD. Chennai,** *2010 to 2014* as an **Academic Head**

 Trained teachers on modern methodology of teaching and child psychology of over 5 states in India and have trained more than 4800 teachers of C.B.S.E, I.C.S.E and state board schools.

* Content writer and developer of English language lab.

### DRONACHARYA PUBLIC SCHOOL, Raipur, (C.B.S.E affiliated Higher secondary) as Vice Principal & PGT (English) *April 2015 to 2017*

* **DAFFODIL ENGLISH MEDIUM SCHOOL, BHILAI, as Principal & Teacher’s Trainer.** *April 2017 to 2020*
* **RIVER VALLEY SCHOOL, BEGUSARAI, (**C.B.S.Eaffiliated Higher secondary) as a **Vice Principal (At Present)**

**TEACHERS TRAINER**

* **PRISM SCHOOL OF EDUCATION, UTAI (B.Ed College)** *2020 to 2021*
* Trained B.Ed. teachers (Classroom presentation of teachers)
* Inspirational characteristic development.
* Competitive arrangements and environments for the students to inculcate knowledge acquiring process.
* Guided the teachers to acquire and implement various available resources in teaching.
* **KLA, Law College, Thiruvananthapuram** *2014 – 2015*
* Trained English teachers
* Reviewed and revised classroom teaching performance of teachers.
* Implemented **oxford** method of English Grammar and teaching.
* **TECHNO INDIA GROUP PUBLIC SCHOOLS (C.B.S.E) (Seminar and Workshop for teachers)** *May-June, 2018*
* Teachers’ orientation programme on CBSE Curriculum and assessment.
* ‘Read to play and play to read’ various methods of implementation of this process practically.
* Trained teachers on **how to read child psychology, how to focus on behavioural science** for different age group of students **and act accordingly.**
* **GURUNANAK PUBLIC SCHOOL, Raipur (C.B.S.E) (Teachers Orientation Programme)**
* Teacher’s behaviour as well as does and don’ts in the classroom to mirror a positive image into the mind of students.
* Implementation of rewarding methodology to create and enhance self-confidence and involvements of the students.

## ADMINISTRATIVE DISTINCTIVENESS

* Set the academic tone, hire, evaluate, and help improve the skills of teachers and other staff.
* Visit classrooms, observe and implement teaching methods, review instructional objectives, and examine learning materials.
* Key responsibility of imparting content related training and guidance to teachers
* Study the feasibility of using technology and promote the use of new technology to resolve institutional problem.
* Vital role in design and development of admission strategies and its execution along with the management of Students Welfare Association.
* **Hands on experience in handling the entire gamut of functions related to managing school, making major purchases, setting and maintenance of basic infrastructure, hiring of quality teachers and effectively managing the administrative functions and peripheral staff to ensure seamless operations**
* Manage & direct teachers, office staff and support staff, providing guidance on the goals of achieving excellence in academics, extra-curricular activities as well as holistic development of children
* **Responsible for organizing several examinations such as C.B.S.E. CLAT, CAT, IPM and other examinations**
* Assuring that the printing of various material related to schools including advertisement and publicity material are happening on time
* Collaborate with teachers on lesson plans and work with teachers to develop and maintain high curriculum standards, develop mission statements, and set performance goals and objectives
* Basic accountability of setting the layout of the school including infrastructural details, class rooms and activity areas
* Designed interactive learning tools and hired talented academic personnel, general and administrative staff
* Assumed overall responsibility of a devoted educator covering professional development, communication with Parents, assessment of Students and conducting staff meetings.
* Institution developer and bestowed with the award of a best administrator for generating revenue and developing infrastructure.
* Motivated team to take charge of their own learning and set their own goals. Documented progress; enhanced staff improvement in both understanding and performance
* Created comprehensive classroom assessment methods and techniques-adopted effective tools that were compliant with the education board
* Enriched and extended literary level of staff through various means to increase the interest level of school members.

Appeared as a Subject Expert to take various Interviews at Regional & State Level Prepared concept of models, mixed with teaching methodology.

**EDUCATIONAL CREDENTIALS**

**B.A (Eng. Hons),** University of R.A.S.U, Raipur

**M.A (English),** University of R.A.S.U, Raipur

**B.Ed** University of R.A.S.U, Raipur

**Course** in English Literature (**Harvard University**, Cambridge)

**Linguistic Proficiency:** English, Hindi, Bengali, Chhattisgarhi

**References:** Available on request