

SAYMA YASMIN

Centre in charge

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Vill - Panjari Para, P. O - Sudarshan Nagar, P. S - Banshkhari, Dist - D/Dinajpur, Pin - 733121, State - West Bengal



SUMMARY

Highly dedicated and experienced educator with 7 years of expertise in fostering academic excellence and managing classroom operations. Proven ability to lead teams as a Teacher in Charge, ensuring smooth school administration and supporting student success. Skilled in curriculum implementation, classroom management, and promoting an inclusive learning environment. Passionate about mentoring students and collaborating with staff to achieve institutional goals.

EXPERIENCE

Centre In Charge

DOCTOR'S ZONE EDUCATIONAL CENTRE PRIVATE LIMITED

03/2025 - Present
Medical, Sannyashi Mandir, More, Siliguri, Bara Mohansingh, West Bengal 734012

Doctors Zone is one of the best coaching centres in Siliguri. This coaching centre in Siliguri has a great contribution to improve the education system in Siliguri and its surrounding area. This coaching centre has a great impact among the medical and IIT students. This is the coaching centre where every student will get the best educational environment.

- Center Operations Management – Supervised daily functioning of the coaching center, ensuring effective delivery of NEET, JEE Main, and IIT (JEE Advanced) preparation programs through structured schedules and academic coordination.
- Academic Planning & Student Monitoring – Oversaw academic planning and execution, tracked student performance through regular assessments, and implemented improvement strategies for competitive exams like NEET and IIT-JEE.
- Faculty & Staff Leadership – Recruited, trained, and managed a team of subject matter experts and support staff; ensured delivery of high-quality coaching in Physics, Chemistry, Biology, and Mathematics.
- Parent & Student Communication – Maintained active communication with parents regarding student progress, attendance, and performance trends in NEET and JEE preparation, ensuring trust and transparency.
- Admissions & Growth Strategy – Led local marketing initiatives, school outreach programs, and counseling sessions to drive student enrollment and establish Doctor's Zone as a premier NEET and IIT-JEE coaching center in Siliguri.

Teacher in Charge

North Eastern English Academy

04/2021 - 02/2025 Banshkhari, Buniadpur

North Eastern English Academy School is a CBSE proposed private school which is situated at Banshkhari near Buniadpur.

- Directed and managed school operations in the absence of the principal, ensuring seamless daily activities.
- Supervised and supported teaching and administrative staff, addressing challenges promptly and effectively.
- Coordinated with educators to resolve classroom issues and enhance teaching methodologies.
- Enforced school policies, monitored safety protocols, and ensured compliance with administrative procedures.
- Managed student behavior and resolved conflicts while fostering a supportive school environment.
- Organized and chaired staff meetings to address goals, challenges, and action plans.
- Represented the school at external events, meetings, and discussions with stakeholders.
- Handled emergency situations with decisive leadership and effective communication.
- Initiated professional development programs to enhance staff skills and teaching quality.
- Provided detailed reports on school activities and challenges to the principal for further action.

SKILLS

Organization Skills	Communication
Curriculum Development	Multitasking
Active Listening	Students Counseling
Leadership and team management	
Classroom management	
Excellent communication	
Curriculum planning and implementation	
Student engagement strategies	

EDUCATION

Masters in English

North Bengal University

2008 - 2010 Siliguri, West Bengal

STRENGTHS

	Improving Performance
	Helping students improve their grades by at least 20% every year
	Adapting to Change
	Not scared of change as I know it brings about new opportunities for growth

Earning Trust of Others

Practicing active listening and treating people with respect at all times

LANGUAGES

English	Native	
Hindi	Native	
Bengali	Native	

EXPERIENCE

Assistant Teacher English

An Noor English Academy

2018 - 02/2021 Buniadpur, Raiganj road near college more

An Noor English Academy School is a CBSE proposed private school Which is situated at Buniadpur.

- Collaborated with lead teachers to develop and implement lesson plans aligned with educational standards.
- Delivered individualized support to students, tailoring approaches to diverse learning needs.
- Supervised classroom activities and ensured a disciplined, organized learning environment.
- Assisted in evaluating student progress through assessments, projects, and feedback sessions.
- Prepared teaching materials and maintained an orderly, engaging classroom setup.
- Promoted inclusivity by fostering a supportive atmosphere for students from diverse backgrounds.
- Supported classroom management by implementing effective behavior reinforcement strategies.
- Communicated with parents and guardians to address academic and behavioral concerns.
- Coordinated extracurricular activities, field trips, and school events to enhance student engagement.
- Maintained accurate records of attendance, assignments, and performance reports.

KEY ACHIEVEMENTS



Successfully led the school's administrative operations.

- Successfully led the school's administrative operations during a year-long tenure as Teacher in Charge.
- Spearheaded a student engagement program that improved participation in academic and extracurricular activities.
- Recognized for fostering student success and teamwork in classroom and school-wide initiatives.

TRAINING / COURSES

D. L. Ed

NIOS, 2019

Doeacc O Level

NIELIT, 2015