

SK RAKESH REJA

📍:- Ratua,
Malda - 732205

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☎ :- [+91 7029 311 396](tel:+917029311396)

SUMMARY

Seasoned educator with 3+ years of experience in teaching Computer & Mathematics to primary and secondary standard of students. Passionate about mentoring students with various classroom skills that makes the learning easier and fun with hands-on approachability. Highly result driven, focused on the behavioral development besides improving academic excellence of students with right approach. With my gained knowledge and experience till date, seeking an opportunity in the role of teacher, leveraging leadership skills to drive academic development. Proficient competencies include:

- Student Assessment
- Lesson Planning
- Curriculum Development
- Managing academic resources
- Technology Integrated Learning
- Admission Counselling
- Behavioral Development

PROFESSIONAL EXPERIENCE

HIDAYAH ENGLISH INSTITUTE(CBSE) – Ratua, Malda

(Feb, 2023 – Aug, 2024)

- Worked as an assistant teacher, teaching Mathematics & Computer to primary standard students.
- Handled overall academic activities assisting and working closely with principal and school administration to enhance academic operations.
- Preparing students for Olympiad exams, covering subjects specifically Math, Science and Reasoning.
- Handling social media presence of school with various contents relating to academic or non-academic activities.

IQRA ENGLISH SCHOOL(CBSE) – Samsi, Malda

(Aug, 2021 – Jan, 2023)

- Teaching Mathematics & Computer to secondary standard students.
- Conducting remedial sessions, helping students with home tasks.
- Providing computer practical sessions, to improve student's confidence, enhancing their user-friendliness with hands-on learning approach.

QUALIFICATION & CERTIFICATION

Examination	Year	Board/University	Percentage
Web Development	2025	Internshala Certification	---
MCA	Enrolled	IGNOU	---
BCA	2022	Kazi Nazrul University, Asansol	83.50
Higher Secondary	2019	CISCE	71.16
Senior Secondary	2017	CISCE	73.50

LANGUAGE PROFICIENCY

- **ENGLISH** (Fluent)
- **BENGALI** (Fluent)
- **HINDI** (Intermediate)

SKILLS

- **MS OFFICE SUITE**
- **BASIC CANVA**
- **USING AI TOOLS FOR LESSON PLANNING**
- **CONTINUOUS LEARNING & ADAPTABILITY**

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To,
The Principal/HR
Don Bosco,
Surjapur, Malda – 732142

Subject :- Application for the post of teacher of Computer/Mathematics.

Sir/Madam,

I am writing to express my interest in the position of Computer/Mathematics teacher at your esteemed institution. With 3+ years in teaching Computer & Mathematics to primary and secondary students, I am passionate about making learning interactive, engaging and concept driven.

In my previous roles at Hidayah English Institute and Iqra English School, I have successfully:

- Designed and implemented student centered teaching strategies and lesson plans.
- Prepared students for Olympiads covering subjects Math, Science & Reasoning Aptitude.
- Integrate technology-based learning approach to enhance understanding.
- Assisted in school administration and managed social media handles to promote school.

I am confident that my teaching approach, leadership skills and ability to create an interactive classroom environment would be valuable addition to your institution. I am eager to contribute my skills and expertise to support student growth and academic excellence.

I would welcome the opportunity to discuss how my experience aligns with your school's vision. Thank you for your time and consideration. I look forward to the possibility of contributing to your team.

Sincerely,

SK RAKESH REJA