**Poulomi Das Bhattacharya**

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 Career Objective

Being a profound writer and responsible teacher to acquire and implement my suitable knowledge and ability in a perfect workplace.

Executive Summary

Highly motivated responsible teacher and profound writer.

Completed Masters in English through IGNOU and also have done an Intermediate diploma in Spanish Language through ‘Instituto Hispania’, Chennai.

Recently I have completed Diploma in Technical Writing through K-Buffer which gave me good insight to technical writing.

Previously I worked with Photon Infotech as e-Tutor. Where I was responsible to teach English language to the students from the non-English speaking countries and their overall Orientation in English language.

Being a pro-active person and I believe, I can bring positive change and achieve goals for the organisation in future.

EDUCATIONAL QUALIFICATIONS

Academic Qualifications:

2007 *I.G.N.O.U*

Masters in English

2004 *Calcutta University*

BA

2001 *WBBHSE*

Higher Secondary School Exam

1999 WBSE

 Secondary School Exam

Professional Qualification:

2016 *KBuffer*

 Diploma in Technical Writing

2012 *Instituto Hispania*

 Diploma Intermedio in Spanish language

Diploma Basico in Spanish Language

2008 *CMC Limited*

Certificate in Information Technology

WORK EXPERIENCE

**PP**

**Photon Infotech**  Oct 2009 – August 2010

**eTutor**

I was responsible for teaching English language to the non-English speaking country students (countries like Brasil, Mexico, Japan, China) and was also responsible to correct their writings (Eg; sentences, paragraphs), and to clarify their doubts related to grammar and for their overall orientation in English language.

Responsibility

The job primarily involves providing assistance to the students to develop the skills required to fortify their base in grammar and literature.

Writing is my passion and I have a strong inclination on writing Content like blog, articles and travelogues etc. Preparing educational content for the content writing section.

**Sri Chaitanya Techno CBSE School, Chennai (2018-2019)**

I had a prior experience to teach as a Class teacher of First standard of this school and I was major for teaching English, EVS and G.K tightly followed by the Comprehensive Plan of Teaching and others teaching plan have highly focussed in the teaching aids. Later, I was discontinued my job due to relocation.

Teaching is my favourite space where I can find out myself many interesting objects and skilful resources to groom myself exotically.

**Aristocrat IT Solution Pvt Ltd, Chennai (Jan 2020-Present)**

In this organization, I have a prior work load to write the Research Paper, Thesis, Dissertation Paper, Management paper as we are the technical helpers those who are pursuing research from the various field of recognised universities and is highly responsible to take care of the Proof-Reading, Quality Check of the document and many content and blogs. My job role is Content writer research associate as it is an academic writing which has a prior value in the field of research as well as higher level. Academic writing is highly based on some special features like explicit, hedged, factual, formal, objective and analytical. This organization has also the publication support. What the basic rules are of publication and how to publish one article in the magazine like Scopus Index. The manuscript writing, journal publication, scientific writing and many kind of writing I have learnt from here. How to add citation, references, foot note that I acquired here in a simple manner. I am responsible to take the training session on my prior domain like literature and language and explain the presentation in brief. My strong point is to accept all these challenges very easily and solve in a simple manner with a cool and friendly attitude for getting the good feedback from the clients. My weakness is to believe somebody without judging deeply makes me gloomy and sad. I have learnt many things and have ability to zeal the new process. Though it is very challenging and innovative research work, hence I take it as a challenge and friendly manner.

I am familiar with Zoho call, how to conduct Webinar, Con-call which I feel very informative and helpful to work with other workstation in future.

OTHER INFORMATION

Technical Skills: Technical documentation-Reading, QC-Check, LQC and TQC, Publication and Publish the article

Applications:

Windows

MS Office (Word, Excel, PowerPoint)

Hobbies:

Singing, Listening to Music, Reading and like to travel places where natural beauty exists. Music is passionately related to the core of my heart where my ultimate soul seeking the ultimate destination.

Languages Known: English, Hindi, Bengali and Spanish

Place: Chennai

Date: