

## **SIPRA KUMARI PANDA**

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### **Career Objective**

Seeking the position of an English Faculty in an organization that will give me an opportunity to pass on my knowledge to the students in an innovative manner.

### **Responsibility**

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

### **Profile**

- 18 years of experience as an English Teacher and Academic counselor.

### **Skills**

- Good communication and convincing skill.
- Participative style of teaching.
- Profound knowledge of English language and ability to teach the language for all sorts of students i.e. for those who have English as their first language and those who have not.
- Ability to plan, collect material and deliver the lessons in the class.
- Ability to work with children of different aptitude and skills, to handle the behavior of children of 5 to 10 years and research skills and to motivate the children, so that they will consider themselves a special personality.

### **Personal Qualities**

- Using self-ideology for a better result in this field.
- Making use of different technique for attaining the goal of the organization.
- Always ready to take responsibilities to achieve the set of goals desired.

### **Achievement**

- Awarded "Best Lecturer Award" in **YGN COLLEGE, KOTA, RAJASTHAN.**

- Had achieved 100% students joining target of management in **ICA, BERHAMPUR.**

#### **Employers**

**# From August 2025 TO till date working as an Asst. Professor in Disha College of Management and Technology, BERHAMPUR, ODISHA.**

#### **Responsibility**

- The job primarily involves providing assistance to the students to develop the skills required to fortify their base in grammar and literature.
- Inspiring the students to learn the new things and shaping their future according to their interest.
- Preparing educational content for the **MBA, MCA, BBA, BCA** sections.

#### **Employers**

**# From September 2017 TO June 2025 working as an English Lecturer in BHARAT INSITUTION OF ENGINEERING AND TECHNOLOGY, BERHAMPUR, ODISHA as ENGLISH Faculty.**

#### **Responsibility**

- The job primarily involves providing assistance to the students to develop the skills required to fortify their base in grammar and literature.
- Inspiring the students to learn the new things and shaping their future according to their interest
- Preparing educational content for the DIPLOMA ENGINEERING sections.
- Taking the charge of the BCC (BRANCH COURSE COORDINATOR) exactly 8month of the joining.

#### **Employers**

**# From FEBRUARY 2017 TO SEPTEMBER 2017 working as an English Lecturer in TAKSHASHILA RESIDENTIAL COLLEGE, BERHAMPUR**

#### **Responsibility**

- The job primarily involves providing assistance to the students to develop the skills required to

fortify their base in grammar and literature.

- Inspiring the students to learn the new things and shaping their future according to their interest
- Preparing educational content for the +2 science CBSE classes.
- Arranging meetings with parents and discussing the development and academics progress of the student.
- Maintain the administration of the college.

**# From JUNE 2016 TO FEBRUARY 2017 working as an English Lecturer in GANDHI SCHOOL OF ENGINEERING,BERHAMPUR**

**Responsibility**

- The job primarily involves providing assistance to the students to develop the skills required to fortify their base in grammar and literature.
- Inspiring the students to learn the new things and shaping their future according to their interest
- Preparing educational content for the +2 classes and to the DIPLOMA ENGINEERING sections.
- Arranging meetings with parents and discussing the development and academics progress of the student.

**# From AUGUST 2011 TO JANUARY 2016 worked as an English Lecturer in YGN COLLEGE,KOTA,RAJASTHAN**

**Responsibility**

- The job primarily involves providing assistance to the students to develop the skills required to fortify their base in grammar and literature in Higher Secondary classes.
- Inspiring the students to learn the new things and shaping their future according to their interest through moral classes.
- Preparing educational content for the +2 classes.
- Interacting with each student and helping them solve their problems.
- Involved in day to day administrative activities of College.

**# From AUGUST 2008 TO AUGUST 2010 worked as COUNSELLIOR CUM BACK OFFICE EXECUTIVE in ICA(INSTITUTE OF COMPUTER ACCOUNTS),BERHAMPURE,**

**Responsibility**

- Highly motivated and enthusiastic with exceptional interpersonal and communication skills; proven track record of exceeding students and management satisfaction.
- Utilized my talents of managing people, and communicating with students & parents related to mutual benefit of course and career opportunities.
- Coordinating Incoming and outgoing calls of Candidates, Clients and guest handling, connecting them to right department.

**# From APRIL 2005 TO FEBRUARY 2007 worked as TEACHER /COUNSELLOR in MAA SARASWATI BIDYA MANDIRA, BERHAMPURE,**

#### **Responsibility**

- Teaching the basic skills of language with phonics sounds and awareness of science and nature.
- Organizing the students in the group so they can interact with each other.

#### **Academic Qualification**

- MBA in HR from BERHAMPURE UNIVERSITY in year 2011
- POST GRADUATE DIPLOMA IN COMPUTER APPLICATION in year 2008
- MA in ENGLISH from BERHAMPURE UNIVERSITY in year 2003.

#### **Personal Details**

**Date of Birth:** 22 April 1981

**Languages Known:** Odia, Hindi & English

**Address:**

C/O Mr. DUKHISHYAM PANDA, BANK COLONY 4<sup>th</sup> LINE,  
M.K.C.G. MEDICAL CAMPUS, NEAR BHABINIPUR ROAD,  
BERHAMPUR (GANJAM), ODISHA, 760004

#### **Declaration**

I hereby declare that all the above written particulars are true to the best of my knowledge and belief.

Place:

Date:

Signature.

