

Farzana Akter

ASSISTANT TEACHER (ENGLISH) · SECONDARY LEVEL

✉ farzana.akter@example.com · ☎ +880 1611-000005 · 📍 Dhaka, Dhaka, BD

English teacher with 4 years of classroom experience at secondary level (Classes 6 to 10), NTRCA-registered and B.Ed qualified. Raised my Class 10 sections' English pass rate from 86% to 97% over two SSC batches. Experienced with the new national curriculum, activity-based lessons and parent communication. Looking for an Assistant Teacher post at a school with an English-focused programme.

EXPERIENCE

Assistant Teacher, English, *Green Field School & College, Dhaka · Dhaka*

Jan 2022 – Present

Bangla-medium school, 1,400 students; teach English to Classes 8 to 10.

- Teach 5 sections (about 220 students) of English First and Second Paper each year.
- Raised the English pass rate in my Class 10 sections from 86% to 97% across two SSC batches.
- Designed a weekly speaking club that 45 students attend, now run by two other teachers.
- Prepared question papers and marking schemes for 4 term examinations as a member of the exam committee.
- Hold termly meetings with parents of 30+ students who need extra support.

Private English Tutor, *Self-employed · Dhaka*

Jun 2019 – Dec 2021

- Tutored 25+ SSC and HSC students in English grammar and composition.
- 18 students achieved A+ in English in their board examinations.

ACADEMIC QUALIFICATION

DEGREE	GROUP/SUBJECT	INSTITUTION	RESULT	YEAR
B.Ed	Education	Government Teachers' Training College, Dhaka	CGPA 3.70 / 4.00	2023
MA	English	Jahangirnagar University	CGPA 3.48 / 4.00	2021
BA (Hons)	English	Jahangirnagar University	CGPA 3.41 / 4.00	2019

COMPUTER SKILLS

Teaching Lesson planning, Classroom management, Activity-based learning, Assessment design

Technology MS Office, Google Classroom, Multimedia classrooms

TRAINING & CERTIFICATION

Teacher Registration Certificate (School level, English) — NTRCA (2021-10)

Teaching English to Speakers of Other Languages (online course) — British Council (2022-08)

LANGUAGES

Bengali — Native

English — Fluent

REFERENCES

Md. Abdur Rahim — Principal, Green Field School & College, Dhaka ·
principal@greenfield.example.com · +880 1711-000006

Dr. Salma Khatun — Professor, Department of English, Jahangirnagar University ·
salma.khatun@example.com

PERSONAL DETAILS

FATHER'S NAME	Abul Kalam
DATE OF BIRTH	1997-03-02
NATIONALITY	Bangladeshi
PERMANENT ADDRESS	Village Barapara, Upazila Sadar, Tangail

MOTHER'S NAME	Nasima Akter
MARITAL STATUS	Married
PRESENT ADDRESS	Mirpur 10, Dhaka