

Shaswati De

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Profile Snapshot

Result oriented Assistant professor in English with more than 15 years of comprehensive experience in teaching Business English, Technical Communication and Communication Skills.

An outstanding team player, patient listener, enthusiastic and caring teaching professional with excellent communication, interpersonal and organizational skills to meet the deadlines and achieve the set targets

Core Competencies

- Classroom Management, Special Events Management
- Creating an atmosphere that is stimulating, encouraging, and adaptive to students' emotional needs.
- Competent in developing and selecting appropriate teaching materials.
- Readily establish rapport with a wide range of people, from students and parents to administrators and teachers.
- Encourage creative expression and foster teamwork among students.
- Proven track record and ability to provide structure, support to help students succeed academically and making them industry ready
- High level of patience and commitment in working with young & budding engineers

Professional Experience

B.P.Poddar institute of Management & Technology, Kolkata
Assistant Professor in English, (January 2025 - till date)

Key Responsibilities:

- ⇒ Teaching Business English, Technical Communication, Communication skills and management papers to B.Tech, students.
- ⇒ Handling course codes HM HU201 [English], HM HU291 [Language Lab] OEC-IT601B [Human Resource Development and Organizational Behaviour], HM-EE401 [Values and Ethics in Profession], HM -EE 701/HS - HU701[Principles of Management], OEC-IT701C [Soft Skills & Interpersonal Communication], MC-CS501A [Constitution of India]
- ⇒ Handling duties such as correcting examination answer scripts and invigilation during examinations.
- ⇒ Providing hands-on training to students on group discussion, interview skills and resume writing
- ⇒ Provided a warm and supportive environment for developing academic, social, and emotional growth among all students

Academy of Technology, Adisaptagram
Assistant Professor in English, (February 2009 - May 2022)

Key Responsibilities:

- ⇒ Accountable for teaching Business English, Technical Communication and Communication skills to B.Tech, MBA & MCA students.
- ⇒ Taught course codes OE-EC506A [Soft Skills & Interpersonal Communication], HM HU201 [English], HM HU291, HU 381, HU 481 [Language Lab], HM HU501 [Effective Technical Communication], MC HU501 [Effective Technical Communication], MB 103 [Business Communication], HU101 [Business English and Communication]
- ⇒ Handling duties such as correcting examination answer scripts and invigilation during examinations.
- ⇒ Providing hands-on training to students on group discussion, interview skills and resume writing
- ⇒ Successfully managed both in-person and online class presentations

- ⇒ Competently handled language lab duties
- ⇒ Provided a warm and supportive environment for developing academic, social, and emotional growth among all students
- ⇒ Instill confidence, self-esteem, and an optimistic attitude in each student
- ⇒ Organising and coordinating various co-curricular & extra-curricular activities for students during events like Humatronics, Tech Fest, Arcadia & Regatta

Hooghly Mohsin College, Hooghly
Lecturer in English, (Part-time), (December 2007 – February 2009)

Key Responsibilities:

- ⇒ Entrusted with the responsibility of teaching the students of under graduate level (Honours & pass course).
- ⇒ Managed other preliminary daily activities of the college.
- ⇒ Responsible for correcting examination answer scripts and imparting invigilation duty.

Kaizen Technologies Pvt. Ltd. Hyderabad
Technical Recruiter, (March 2006 –September 2006)

Key Responsibilities:

- ⇒ Short-listed candidates for Wipro Technologies & other concerns from different sources.
- ⇒ Conducted preliminary round of interviews and successfully handled initial screening of candidates.
- ⇒ Sourced through headhunting, networking and from job sites.
- ⇒ Coordinated between the candidates & the clients.
- ⇒ Ensured completion of the recruitment cycle.
- ⇒ Dealt with corporate clients regarding their recruitment requirements.

St.Xavier's High School, Cuttack
English Teacher, (June 2004 – June 2005)

Key Responsibilities:

- ⇒ Taught students from Standard – III to Standard – VIII.
- ⇒ Organized and managed various cultural events for the students.

Other Assignments Handled

- ⇒ July 2007 – March 2009 Worked as Free Lancer (Resume Writer) for Resume Factor, Nashik, Maharashtra

Academic Credentials

- ⇒ M. Phil (English), Ravenshaw College, Cuttack, Utkal University, 61%, 2003.
- ⇒ Masters in English (Special Paper – Indian English Literature), Ravenshaw College, Cuttack, Utkal University, 60%, 2001.
- ⇒ Bachelor in Arts (English Hons.), Sailabala Women's College, Cuttack, Utkal University, 56%, 1999
- ⇒ Higher Secondary (Science), Stewart Science College, 55.1%, 1996
- ⇒ High School Certificate Examination, Secondary Board High School, 79.73%, 1994
- ⇒ Certification on Test of Proficiency in English from Central Institute of English & Foreign Languages, Hyderabad in 2001
- ⇒ Successfully completed Level IV (Threshold – II) of French Language from Alliance Française (Hyderabad) in 2006
- ⇒ Advance Diploma in Computer Application (ADCA) from NICE Education Cuttack, 2003

Research Paper

- ⇒ "Form & Vision in the poetry of Nissim Ezekiel", Dissertation for M.Phil
- ⇒ December 2017- Presented a paper "Handling the Crisis – The possibilities of Revamp of English in Technical Colleges" at XX International Conference organized by the Forum on Contemporary Theory, Baroda during 17 – 20 December 2017. The theme of the conference was "The Humanities across cultures".
- ⇒ April 2014 -Presented a paper on "Women Writing War: A Study of Edith Sitwell's Select War Poems" at the National Level Seminar organised by The Researchers' Association Odisha. The theme of the seminar was "Rethinking One Hundred Years of British War Poetry 1914-2014".
- ⇒ December 2012 – Presented a paper titled "Many Lives of Vikram and Vetal: From Orality to Mass Media" at the National Level Seminar organized by The Researchers' Association Odisha. The theme of the seminar was "Orality and Literature".

Workshop

- ⇒ 26-30 October 2020 Successfully completed online workshop on Universal Human Value on the theme "**Inculcating Universal Human Values in Technical Education**" organized by All India Council for Technical Education [AICTE].
- ⇒ 19-20 July 2019 attended faculty development programme for Student Induction Programme at Sister Nivedita University, Kolkata

Online Course

- ⇒ 30th July 2020 – Successfully completed "**Advanced Content and Social Tactics to optimize SEO**" an online non-credit course
- ⇒ 24th July 2020 – Successfully completed "**The Strategy of Content Marketing**" an online non-credit course authorized by University of California, Davis and offered through Coursera
- ⇒ 21st July 2020 – Successfully completed "**Build Your Professional ePortfolio in English**" an online non-credit course authorized by Georgia Institute of Technology and offered through Coursera
- ⇒ 15th July 2020 - Successfully completed "**Advanced Writing**" an online non-credit course authorized by University of California, Irvine and offered through Coursera
- ⇒ 6th June 2020 - Successfully completed "**Getting started with Essay Writing**" an online non-credit course authorized by University of California, Irvine and offered through Coursera
- ⇒ 2nd June 2020 - Successfully completed "**Grammar and Punctuation**" an online non-credit course authorized by University of California, Irvine and offered through Coursera
- ⇒ 27th May 2020 - Successfully completed "**Write Professional Emails in English**" an online non-credit course authorized by Georgia Institute of Technology and offered through Coursera
- ⇒ 19th May 2020 – Successfully completed "**Speak English Professionally: In Person, Online and On the Phone**" authorized by Georgia Institute of Technology and offered by Coursera

Personal Particulars

- ⇒ Date of Birth : 20th June 1979
- ⇒ Languages known : English, Hindi, Bengali, Oriya, Elementary knowledge of French
- ⇒ Computer Proficiency : MS-Office
- ⇒ Personal Interests : Reading & Painting
- ⇒ Address of Correspondence : Elita Garden Vista, Tower 14; Flat No – 2003, New Town, Action Area#III, Kolkata, West Bengal, 700135
- ⇒ References : Available upon request