





UDDIPANA BHARADWAJ

Passionate, dedicated, and hardworking person focused on creating an inclusive and positive learning environment where students can grow and evolve. To focus on exposing students to interdisciplinary knowledge so that a healthy educative consciousness is built to prepare them for all learning.

 uddipanabharadwaj@gmail.com

 9954063507

 Guwahati, Assam

EDUCATIONAL QUALIFICATIONS:

Research Scholar (Department of English) – Gauhati University Master of Arts in English <i>Gauhati University</i> 6.88 CGPA	2023- 2021-2023
Bachelor of Arts in English <i>B. Borooah College under Gauhati University</i> 8.16 CGPA	2018-2021
12 th Arts from AHSEC Board <i>St. Mary's Higher Secondary School, Guwahati</i> 81%	2016-2018
10 th from SEBA Board <i>St. Marys Higher Secondary School, Guwahati</i> 91.6%	2016

Teaching Experience:

1) Teaching Assistant (English)

The Assam Royal Global University, Guwahati(November 2023 - present)

2) Substitute Teacher (English)

St. Mary's Higher Secondary School, Guwahati(August-September 2022 and January - April 2023)

- Taught English to Class X, XI, and XII students as a substitute teacher.
- Developed and implemented lesson plans that aligned with the school's curriculum and standards.
- Provided support and timely feedback to students to encourage academic growth.
- Maintained a positive and engaging classroom environment that promoted student learning and growth.

Engaged in Tuition Classes for Class XI and XII (English)

AWARDS AND ACHIEVEMENTS:

- First prize in Inter College Students' Seminar held at B. Borooah College (2021)
- Completed a six-month online course from Harvard University on *Masterpieces of World Literature*.
- First prize in Essay writing and Poem Recitation competition in the College week of B. Borooah College
- Second prize in News Reading Competition held during the Varsity Week of Gauhati University.

TECHNICAL SKILLS:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Familiarity with Google Classroom, Zoom.

SOFT SKILLS:

- Strong verbal and written communication skills along with time management abilities.
- Highly organized, with strong attention to detail and accuracy
- Collaborative and team-oriented, able to work effectively with others to achieve common goals.
- Skilled in active listening and persuasive communication, able to understand and respond to others' needs and viewpoints.

PUBLICATIONS:

- Upcoming Publication in *Assentio Mentium* (ISBN No. 978-93-93092-36-6)

PERSONAL DETAILS:

LANGUAGES KNOWN : English, Assamese, Hindi

Extra-Curricular :Trained Bharatnatyam Dancer (Visharad),Art, Sports, and Craft.

Date of Birth : 13-03-2000

Dear Sir/ Ma'am

Understanding the vacancy for an Assistant Professor in English in your institution, I am interested in applying for the Assistant Professor position in the Department of English, Royal Global University. I have recently completed my Post Graduation in English literature from Gauhati University with a 6.88 CGPA. I have done my 10+2 schooling from St. Mary's Higher Secondary

School, Guwahati, and my Bachelor's degree from B. Borooah College. I have also done an online course from Harvard University on *Masterpieces of World Literature*. During my educational career, I have engaged myself in various extracurricular events held at my educational institutions as well as outside. In this regard, I have gained awards in various literary events, dance, art and sports.

In regard to my working experience, I have worked as a Substitute teacher in English for around 6 months in St. Mary's School, Ghy and additionally, I have also been engaged in taking tuition for Classes XI and XII for the past 3 years. Throughout my educational career, I have taken every opportunity to gain multidimensional experiences during my studies. This has led me during my working experience to focus on the need for interdisciplinary knowledge to build a healthy educational consciousness in students; preparing them for all aspects of learning.

As I have had an aspiration to begin a career in academics, I'm keenly interested in the teaching position and would cherish the opportunity to work for Royal Global University. As a passionate and hardworking person, I am committed to creating an inclusive and positive environment where students can grow and evolve. Further, I seek to cater to the individual so that none may miss the opportunity for a significant and valuable life. I believe as a teacher, I would be able to encourage the healthy development of the students to make them adapt and be adept. I hope to serve your esteemed institution and contribute to its academic mission.

I have enclosed my resume for your review. I appreciate your time and consideration of my candidacy for the position of an Assistant Professor.

I am looking forward to your kind consideration.

Thanking you.

Sincerely,
Uddipana Bharadwaj

**Please find attached my resume.*