



CONTACT

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ADDRESS

House# 2338, Road# 16, Block# L,
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CORE SKILLS

- Cambridge Primary Lesson Planning
- Bangla Language & Literature
- English Language Skills
- Phonics & Early Literacy
- Cambridge Exam Invigilation
- Department Leadership
- Assessment & Progress Tracking
- Differentiated Instruction
- Technology-Integrated Teaching
- Online & Remote Teaching
- Parent Communication
- Inclusive Classroom Management

AWARDS

Teacher of the Month

Glenrich International School · **Apr 2026**

Teacher of the Month

Glenrich International School · **Nov 2024**

Microsoft Innovative Educator Expert (MIEE)

Microsoft Education · **2025–26 & 2026–27**

LANGUAGES

Bangla

Native



English

Professional working proficiency



MUNJIBA ISRAK

HEAD OF BANGLA DEPARTMENT (PRIMARY) · LANGUAGE EDUCATOR

6+

YEARS TEACHING

2×

MIEE 2025–2027

2×

TEACHER OF MONTH

CAIE

EXAM INVIGILATOR

PROFESSIONAL PROFILE

Primary school language educator with 6+ years of teaching experience at English-medium international schools in Dhaka and Chattogram, now leading the primary Bangla department at Glenrich International School. Holds an MA in Bangla Language & Literature from the University of Chittagong and is a two-time Microsoft Innovative Educator Expert (2025–2026 and 2026–2027). Serves as a Cambridge board exam invigilator. Combines Cambridge-aligned lesson planning, technology-integrated teaching and regular assessment to build strong reading, writing, speaking and listening skills.

PROFESSIONAL EXPERIENCE

GLENRICH INTERNATIONAL SCHOOL *Satarkul, Dhaka · Full-time*

Head of Bangla Department (Primary)

JUL 2026 – PRESENT

- Lead the primary Bangla department, coordinating teachers, schemes of work and weekly lesson plans across primary grades.
- Review lesson plans and assessments for alignment with curriculum objectives and Cambridge learner attributes.
- Set department standards for assessment, marking and reporting; monitor student progress across classes.
- Mentor department teachers through planning guidance and shared teaching resources.

Teacher

JUL 2024 – PRESENT

- Design and deliver engaging lessons aligned with curriculum objectives to develop reading, writing, speaking and listening.
- Assess learning through regular evaluations, assignments and exams to track understanding and progress.
- Provide additional support, tutoring and resources to students who need extra help.
- Keep parents and guardians informed on progress, behaviour and academic performance.
- Recognised as Teacher of the Month twice (November 2024 and April 2026).

CAMBRIDGE INTERNATIONAL EDUCATION *Board Examinations · Dhaka*

Cambridge Board Exam Invigilator

- Invigate Cambridge board examinations in line with Cambridge regulations and exam-centre procedures.
- Maintain exam security and integrity, including candidate identification, timing and handling of question papers and scripts.
- Record and report attendance and any irregularities according to board guidelines.

MOJARU *Dhaka, Bangladesh (Remote) · Part-time*

Japanese

Basic (certificate, 2015)



TECHNICAL SKILLS

- Microsoft Word, PowerPoint & Excel
- Microsoft Education tools
- Online class platforms
- Windows OS

LEADERSHIP

Ex-Secretary

Leo Club of Chittagong Central

REFERENCE

Chowdhury Ashraful Karim

Deputy Secretary, Expenditure
Management-5

Government of the People's Republic of
Bangladesh

PHONE +880 1866-072990

Course Instructor

JUL 2025 – PRESENT

- Deliver live online classes to students on a national edtech platform.
- Plan session content and interactive activities suited to online learning.
- Track learner participation and progress and give timely feedback.

CIDER INTERNATIONAL SCHOOL *Chattogram*

Teacher

JUL 2022 – JUN 2024

- Developed and taught curriculum-aligned lessons using varied methods and materials across the four language skills.
- Evaluated performance through regular assessments, assignments and examinations.
- Offered targeted support and tutoring to students needing extra assistance.

SIR MAURICE BROWN INTERNATIONAL SCHOOL *Chattogram*

Teacher

JAN 2020 – JUL 2022

- Delivered comprehensive lessons aligned with curriculum standards.
- Assessed progress and gave constructive feedback to improve learning outcomes.
- Built a supportive, inclusive classroom that encouraged active participation.

GENEX INFOSYS LIMITED *Chattogram*

Customer Service Associate

DEC 2016 – JAN 2018

- Resolved customer inquiries by phone promptly and accurately.
- Maintained accurate records of interactions and inquiries for effective follow-up.

CERTIFICATIONS & TRAINING

- ◆ **Microsoft Innovative Educator Expert (MIEE)** **2025–2027**
Microsoft Education · awarded for 2025–2026 and 2026–2027
- ◆ **Cambridge Learner Attributes in Classroom Practice | Introduction**
Cambridge University Press & Assessment
- ◆ **Unlocking the Power of Phonics** **JUN 2025**
Cambridge Teachers of Tomorrow
- ◆ **Teacher Wellness: Managing Stress and Preventing Burnout**
Teachers of Tomorrow, Cambridge University Press & Assessment
- ◆ **Putting Educators First: Wellbeing at the Heart of Education**
Cambridge Teachers of Tomorrow
- ◆ **Boundaries, Breaks & Breathing: Your Anti-Burnout Toolkit**
Samsung India, Galaxy Empowered – Teachers of Tomorrow
- ◆ **I CAN READ**
ICR University, Singapore
- ◆ **Certificate in Japanese Examination** **2015**
Institute of Modern Languages, University of Chittagong

EDUCATION

Master of Arts (MA) in Bangla Language & Literature

University of Chittagong

Bachelor of Arts (BA) in Bangla Language & Literature

University of Chittagong