



# Drashti Zaveri

## PERSONAL PROFILE

A diligent hardworking and ambitious student who is eager to absorb as much knowledge and insight as possible in the pursuance of my goals and truly believes in the quote.

“Education is the most powerful weapon which you can use to change the world” –Nelson Mandela.

An energetic and multitasking approach has led me to achieve excellence in the field of teaching, choreographing and serving the society.

## CONTACT



Zaveri bazaar, Mumbai-03



+91 9819293234



drashtizaveri1119@gmail.com

## COMPUTER KNOWLEDGE

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Paint
- Geogebra

## INTEREST

- Dancing
- Reading
- Playing chess
- Dramatics

## KEY SKILLS

- Excellent Communication skills
- Strong Multitasking ability
- Problem Solving attitude
- Motivating and Encouraging
- Time Managerial skills
- Initiative and Entrepreneurialism

## LANGUAGES

- English
- Hindi
- Marathi
- French

## EDUCATIONAL QUALIFICATION

YEAR	BOARD/COURSE	INSTITUTION	GRADE	PERCENTAGE /CGPA
2020	P.G.D.M in Human resource and administration	Tata institute of social science	Pursuing	
2019	Bachelor of Commerce	Kishanchand Chellaram College	Distinction	7.85
2016	H.S.C/12 <sup>th</sup> Grade	Kishanchand Chellaram College	Distinction	86.82%
2014	S.S.C/ 10 <sup>th</sup> Grade	Convent of Jesus and Mary, Fort.	Distinction	81.20%

## ADDITIONAL QUALIFICATIONS

- Diploma in Early Childhood Education (ECCE) in the year 2016-17 with an '**A**' **Grade** from St. Xavier's Institute of Education.
- **360 Hours** International Diploma in Teaching/ Training with Specialization in TESOL/TEFL Program from Asian College of Teachers.

## AWARDS AND CERTIFICATES

- The Simon Cardinal Pimenta Silver Jubilee Memorial for Social Service.
- The Sharma Endeavor Cup
- Certificate of Value Education
- Hindi Dramatics Competition
- Best Team Award for the Rotaract Club of KC College.

## EXPERIENCES :-

### INTEREST

- Dancing
- Reading
- Playing chess
- Dramatics

### LANGUAGES

- English
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### CAREER OBJECTIVE

An energetic and motivated undergraduate seeking to use excellent communication skills and strong academic background to attain a position in the universities

### TEACHING EXPERIENCE: -

- 2019-2020- Working as an HR intern for the company Omrim Exim Pvt ltd, are manufacturers and exporters of Indian food products mainly to **US , CANADA** and other parts of the world based In Mumbai. Handling employee selection, interview, training and development as well as drafting proposals and connecting with various job portals
- **2018-2019:-** Taught at one of the most prestigious schools Greenlawns High School which helped me to achieve an excellent communication skills as well as problem solving attitude.
- **2017-2018-** Former teacher at HVB Global Academy, The purpose was to cater different developmental needs and to provide effective teaching aids.
- **2016-2017-** Assistant teacher at JBCN International School and BD SOMANI school, achieved the ability to adapt myself to new formats of learning and teaching.
- Lesson conducted at Gopi Birla, St. Xavier's Boy Academy Fort Convent and Blossom school.

### CHOREOGRAPHING EXPERIENCE:-

- Assisted as a choreographer for Annual day Function in the Diamond Jubilee school as well as Greenlawns High school.
- Dance teacher at The DSA Dance academy.
- Six years of experience in Shaimak Davar Institute of Performing Arts.

### COMMUNITY/VOLUNTEER SERVICES: -

- Affiliated with the CRY organization as well as volunteered for an NGO called Shiksha.

### INTERACT /ROTARACT CLUB ACHIEVEMENTS: -

- International service Director for the Rotaract Club of Bombay Queens town for the year 2018-2019

## EXPERIENCES :-