

# Sumedha Neurgaonkar

Inspiring and adaptable team leader possessing a quick aptitude for acquiring and assimilating knowledge. Proficient in multiple languages, I bring a wealth of experience across diverse domains, showcasing strong multitasking abilities and a proactive, and go-getter mindset. Recognized for my diligent work ethic and a results-driven approach. I boast a robust 5-year track record in peer-to-peer (P2P) accounting and finance.



Pune, IN



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[LinkedIn Profile](#)

Nationality: INDIAN

Marital Status: Married

## Experience

### French Teacher

Amity School

April 2023 – December 2023 | Dubai, United Arab Emirates

### French Teacher

Ambassador School

April 2022 – March 2023 | Sharjah, United Arab Emirates

### Process Lead

Infosys BPM

April 2020 - February 2022 | Pune, Maharashtra, India

### Specialist

AXA Business Services

January 2017 - March 2020 | Pune, Maharashtra, India

### English Language Tutor

TechKnit IT

September 2017 – December 2017 | Pune, Maharashtra, India

### French Language Tutor

Freelance

May 2013 – December 2017 | Pune, Maharashtra, India

## Education

### 2023 – Certification in Digital Marketing & Analytics:

(Indian School of Business, India)

### 2016 - Master of Arts: French

(Savitribai Phule Pune

University, Pune, MH, India)

### 2013 - Bachelor of Arts:

English (Symbiosis College of Arts and Commerce, Pune, MH, India)

### 2009 - HSC:

Science (Garware College, Pune, MH, India)

### 2007 - SSC:

(PES English Medium Modern High School, Pune, MH, India)

## Skill-Set

- Extensive English Knowledge
- Fluent in French, English, Hindi, Marathi & Spanish
- Digital Marketing & Analytics
- Sound judgment
- Proficiency in creating and maintaining schedules
- MS office proficiency
- Accounts Payable, Receivable, Mortgages
- Expertise in SAP, Oracle and People soft.

## Reference:

Available on Request

## **Professional Experience**

### *Recent Project List:*

#### **April 2023**

##### **French Instructor | Amity School | Dubai, UAE**

- Proficient in creating engaging and effective lesson plans.
- Strong ability to adapt teaching methods to cater to diverse learning needs.
- Excellent verbal and written communication skills in both French and English.
- In-depth knowledge of French grammar, vocabulary, and cultural nuances.
- Familiarity with language teaching technologies and multimedia resources.
- Commitment to creating a supportive and inclusive learning environment.

#### **April 2022**

##### **French Instructor | Ambassador School | Sharjah, UAE**

- Proficient in delivering lessons using diverse teaching methodologies
- Strong interpersonal and communication skills
- Ability to create a positive and inclusive learning environment
- Knowledgeable about French language and culture
- Effective at assessing and adapting to individual learning needs
- Familiarity with language proficiency assessment tools and exams

#### **April 2020**

##### **Process Lead | Infosys BPM | Pune, India**

- Migrated a new process
- Expert in verifying and translating documents for mortgages
- Managing a team of 10 associates: daily allocation of work, auditing
- Working towards standardization of the process
- Organize and manage process related documents
- Develop and implement process solutions to improve operational efficiency
- Currently working on a lean six sigma green belt project

#### **January 2017**

##### **Specialist | AXA Business Services | Pune, India**

- Have an experience in Insurance portfolio management and accounts payables and receivables
- Developed strategies and arguments in preparation for presentation of cases for minimizing errors
- Prepared and updated process related update trackers
- Processed 35% of volumes with 96% accuracy
- Solved customer queries single handedly
- Trained on accounts payable, receivable processes
- Prepared governance decks, help develop macros, maintain ISO documentation
- Handled client calls
- Held French language workshops

#### **September 2017 – December 2017**

##### **English Language Tutor | TechKnit IT | Pune, India**

- Educated 12 students in the basics of English grammar and conversational speaking
- Improved instruction methods by using a variety of assessment tools and strategies
- Managed several internet-based language programs
- Collaborated with a team of faculty to develop after-school tutorial program for students of extra help
- Developed a document with all basic grammar rules
- Corrected theses of students and helped them with guidelines on writing thesis
- Authorities Approval design submissions

**May 2013 – December 2017**

**French Language Teacher | Pune, India**

- Attended workshops to learn about student motivation and engaging learning activities
- Personal tutored over 15 students from schools and colleges for CBSE curriculum, state board curriculum
- Gave one-to-one attention to each student while maintaining overall focus on the entire group
- Successfully improved student participation in the classroom through integration of creative role-playing exercises
- Managed several internet-based language programs

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***Significant Milestones:***

- Received value cards for maintaining 100% accuracy and achieving TAT targets
- Received best team member award for the year 2018 and 2019 for maintaining accuracy and Meeting customer expectations
- Certified in Microsoft Excel Advance level training

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***Certifications:***

- **Digital Marketing & Analytics, Indian School of Business**
- **Stukent Social Media Marketing**
- **Fundamentals of Digital Marketing, Google**
- **Completed C1 level of French and C1 level of business French**
- **B1 level of Spanish**