



## KHYATI SHAH

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### OBJECTIVE

As a Spanish teacher, I would encourage students to learn a foreign language in a fun and interactive way.

### AREA OF INTEREST

- Teaching Spanish
- Conduct Inter Cultural Exchange Programs

### WORK EXPERIENCE

#### **Spanish Teacher – Hiranandani International School, Powai**

**June 2021 – Feb 2022**

- Teach Spanish for Grades VIII to X (Cambridge curriculum) and IB DP students for Ab initio and Spanish B level courses
- Evaluate and grade student work assignments and conduct assessments and papers
- Prepare course materials and lesson plans innovatively
- Share feedback of students' progress and techniques to strengthen language skills
- Conduct events to improve language proficiency and better understanding of Hispanic culture

#### **Spanish Teacher – University of Mumbai's GICED**

**Feb 2020 – May 2021**

- Create and implement Spanish curriculum and conduct examinations
- Organize teaching material and use technology for effective learning
- Develop lesson plans to include all components of language learning: writing, listening and speaking skills and introduce the Hispanic culture

#### **Spanish Teacher – Bombay Scottish, Mahim & Bombay Scottish, Powai**

**June 2019 – Till Now**

- Prepare lesson plans to teach young minds (Grades 3<sup>rd</sup> to 8<sup>th</sup>)
- Follow the defined curriculum to achieve defined goals
- Create games, quiz and flash cards for fun and interactive learning

#### **Business Development – Aptech Ltd. International Window Program**

**June 2014 – July 2016**

- Handle student enquiries, batch formations and trainer scheduling for training courses
- Manage activities for smooth execution of Corporate & Govt. projects
- Making bid documents for English, I.T. and cultural exchange programs

#### **Executive - International Alliances, Edulab Educational Exchange**

**Nov 2011 – May 2014**

- Liaising with International partners and Universities for student sourcing
- Building relationships with Corporate and NGO's for student placement
- Involved with 'BRIC internship program' in association with Le Forem and Belgium government

**EDUCATION**

Master's in Management Studies (MMS) - Finance MET's Institute of Management, Mumbai <b>Aggregate Percent – 68.7</b>	<b>2008-2010</b>
Bachelor of Commerce in Accounting & Finance H. R. College, Mumbai <b>Aggregate Percent – 85.5</b>	<b>2004-2007</b>
H.S.C. Commerce N. M. College, Mumbai <b>Aggregate Percent – 80.83</b>	<b>2002-2004</b>
High School Education St. Joseph's High School <b>Aggregate Percent – 79.06</b>	<b>1990- 2002</b>

**SPANISH  
LANG. SKILLS**

<b>Diploma De Español</b> DELE B2 Certified <b>Percent Score - 80</b>	<b>Aug 2018</b>
DELE B1 Certified <b>Percent Score - 84</b>	<b>July 2018</b>

**SKILLS**

- Organizing and Planning
- Intercultural communication skills
- Presentation skills
- Patience

**I.T. SKILLS**

Good command of Microsoft Office™ tools (Word™, Excel™ and PowerPoint™)

**HOBBIES**

Cooking, Travelling

**REFERENCES**

Available on Request