



MEGHA BHAVNANI

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SUMMARY

- Versatile, accomplished and a certified Teacher and Trainer offering 3 plus years of experience.
- Completed Bachelor's in Commerce (B.com) from National College and Bachelor's in Education (B.Ed) from Bombay Teachers' Training college successfully.
- Proficient in managing learners by maintaining a healthy professional relationship and provide them quality theory and practical knowledge of the language.
- Efficiently handled responsibilities in career that includes problem solving, pupil relationship and record keeping
- A believer of excellent time-management, planning and presentation skills with spoken, written and interpersonal communication proficiency
- Skilled in utilizing various computer applications for correspondence, research, and data entry including Microsoft Office and Internet applications
- Ability to interact effectively with people from diverse nationalities and always open for a multicultural set up.

ACHIEVEMENTS

- Taught students of an age group from 9-60 years old
- Trained slow learners who faced challenges to acquire the language. They eventually developed proficiency in English and passed their exams with flying colors.
- Few of the learners cracked their visa and job interviews that changed their lives for good

CORE SKILLS

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|------------------------------|-------------------------------------|
| ▪ Research and Analysis | ▪ Student Evaluation and Assessment |
| ▪ Time Management | ▪ Individual Attention |
| ▪ Prepare Teaching Materials | ▪ Native Level English Speaking |



EXPERIENCE

Tutor Jar

Spoken English Trainer | Private Tutor | Jan 2015 - Feb 2016

- Teaching all the 4 parameters of English i.e. Reading, Writing, Speaking and Listening belonging to all age groups and from all walks of life.
- Preparing students for IELTS, GMAT and GRE.
- Conducting various activities in the class that can stimulate growth in all the aspects of the target language (English)
- Preparing working professionals with their fluency
- Prepared learners for interviews belonging to different industries and sectors based on their individual requirements

Jyoti classes

Freelance Private Tutor | Jan 2014 - Feb 2017

- Teaching English to students belonging to 8th, 9th and 10th grade.
- Keeping a track of attendance and ensuring that overall absenteeism in the class remains minimal.
- Being updated with the latest information about schools, their pedagogies and exam patterns.
- Paying individual attention to the learners and making sure that their academic growth is in place.
- Meeting parents and keeping them updated about their child's progress.

EDUCATION

- Bachelor of Commerce
- Bachelor of Education