

# DIPIKABEN DABHI

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Conscientious and innovative TELF professional certified English Teacher with 2 years of experience, a strong passion for literary education and an unwavering commitment to students' academic and professional success. Looking to motivate students to learn the English language by focusing on their individual needs and filling their knowledge gaps. Specializing in Early education through helping children develop their social, emotional, intellectual, behavioral analysis and motor skills.

## EXPERIENCE

### 1 SEP 2022 – PRESENT

#### **ASSISTANT TEACHER**, UNESCO JARDIN DES PETITS ET CLUB DES ENFANTS.

- Plan, Implement, and coordinate play-based learning and interactive learning activities to enhance infants' engagement and foster positive development and cognitive growth.
- Responsible for childcare, child safety, and classroom management functions to maintain safe learning environments.
- Organize and store toys and materials to ensure order in activity areas.
- Helping and monitoring infants during arrival, dismissal, lunch, snacks which included providing guidance to ensure child safety.
- Observe and evaluate children's performance, behavior, social development, and physical health.
- Communicate with children's parents or guardians to discuss about day activities, progress, and other things.

### SEP 2021 – AUG 2022

#### **CHILDCARE SERVICE** – YOOPIES

- Occasionally provided in-house care to toddlers.
- Incorporate tutoring and fun play / activities to promote physical activity and learning.
- Maintain a safe, clean and organized home environment at all points.
- Take children on outings to local parks.
- Communicate with parents about child development.

### 3 JULY 2019 – 23 AUG 2019

#### **INTERN**, DIWAN BALLUBHAI PRE-PRIMARY SCHOOL (ENGLISH MEDIUM) AHMEDABAD, GUJARAT, INDIA.

- Planned and implemented daily learning play activities for children aged 3 to 5 Years.
- Created a safe learning environment for children to play in that is fun and clean.
- Coordinated creative learning activities in line with the Early Childhood Course work.
- Helped children develop their literacy and numeracy skills through interactive activities.

- Providing general care for Children.

## EDUCATION

**APRIL 2022 – AUGUST 2022**

**COMPETENCES DE BASE PROFESSIONNELLES PARCOURS-1**

NUEVO CONSEIL ET FORMATION  
IVRY SUR SEINE, FRANCE.

**OCT 2019 – NOV 2020**

**MSC IN INTERNATIONAL BUSINESS**

ECOLE DE MANAGEMENT LEONARD DE VINCI, POLE UNIVERSITY, COURBEVOIE,  
FRANCE.

**JULY 2018 – DEC 2019**

**DIPLOMA IN EARLY CHILDHOOD AND CARE EDUCATION**

INDIRA GANDHI NATIONAL OPEN UNIVERSITY, NEW DELHI, INDIA.

**2007 – 2010**

**MASTER OF BUSINESS ADMINISTRATION IN FINANCE**

ANAND INSTITUTE OF MANAGEMENT, SARDAR PATEL UNIVERSITY, ANAND,  
GUJARAT, INDIA

**2004 – 2007**

**BACHELOR OF COMMERCE (B.COM)**

H.L. INSTITUTE OF COMMERCE, GUJARAT UNIVERSITY, AHMEDABAD, GUJARAT,  
INDIA.

## CERTIFICATIONS

**QUALIFI LEVEL 3 CERTIFICATE IN TEACHING ENGLISH AS A FOREIGN LANGUAGE  
(120 HOURS) - THE TEFL ACADEMY**

MAY-2024

- Qualifi regulated Level 3 qualification, DEAC approved.
- Lesson planning, Teaching vocabulary and pronunciation, Teaching receptive and productive skills, Teaching grammar, The use of online resources and media in the classroom.

**CERTIFICATE IN INFORMATION AND TECHNOLOGY**  
IGNOU (INDIRA GANDHI NATIONAL OPEN UNIVERSITY)  
NEW DELHI, INDIA.  
DEC 2010

## **SKILLS, KNOWLEDGE AND ABILITIES**

- Fluent in English.
- Professional Working level of French.
- Planning and organizing.
- Being Patient & Enthusiastic.
- Possesses Proper childcare techniques and early childhood education knowledge.
- Being able to motivate children.
- First aid.
- Ensure Classroom control, safety and security.
- Supervisory /Monitoring skills.
- A caring personality.
- Teamwork and time management.
- Able to design educational projects.

## **OTHER AREA OF EXPERTISE**

- Education and Training
- Proficient in Microsoft office (Word, Excel, PowerPoint, and outlook)
- Cash & Inventory Management
- Office Administration Procedure
- Accounts and Finance