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# PARTH SHUKLA

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PARTH.SHUKLA.AEBA@GMAIL.COM



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## EXPERIENCE

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Since graduating in 2014 I have built a career primarily centered around the service sector, having worked in an audit firm and later as a travel agent. This has helped me develop a time-oriented, teamwork-based, and methodical approach to my work. I am now seeking to apply the skills I have acquired to an English teaching career where I can make a more direct and positive contribution to the lives of others.

In my free time I volunteer at a dog shelter called TNR Trust where we provide food, shelter, and vaccinations for rescued dogs. This also involves training the dogs to follow commands and socializing with them to better prepare them for rehoming.

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## TEFL TRAINING

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### **Level 5 168 Hour TEFL Certificate – The TEFL Academy, UK.**

- Created lessons for a variety of levels from pre-intermediate to advanced
  - Teaching speaking, listening, reading and writing
  - Material & resource creation, utilizing the internet
- English grammar and how to teach the essential language
  - Needs analysis and teaching in different situations
  - Classroom management and teaching techniques

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## EDUCATION

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### **BACHELORS IN INTERNATIONAL BUSINESS ADMINISTRATION / AUGUST 2014**

United States International University  
Cum Laude honors, GPA: 3.5

### **PROFESSIONAL ACCOUNTING CERTIFICATION: ACCA**

(Equivalent to UK Masters degree)

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## ABOUT ME

I am a degree educated, qualified EFL teacher. I enjoy using my creativity to produce stimulating lessons to inspire and engage a class. I work well in a team and can communicate effectively at all levels and ages.

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## HOBBIES

- Reading (mostly fiction)
- Calisthenics
- Anything to do with nature and/or animals

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## PERSONAL DETAILS

DATE OF BIRTH: 18.12.1992  
MARITAL STATUS: Single  
NATIONALITY: Indian  
DRIVING LICENCE: Kenyan  
LANGUAGES SPOKEN: English

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## REFEREES:

Bina Modi – CEO of Khushboo Travels  
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[travel@khushbootravels.com](mailto:travel@khushbootravels.com)  
Phone: +254 734329440

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## EMPLOYMENT

Oct 2019 - Present

### Travel agent, Khushboo Travels Ltd

-Responding to flight inquiries in a quick and efficient manner with the aim of finding the shortest flights at competitive rates.

-Booking confirmed flights via the Amadeus air ticketing system and communicating with clients on any changes to their flight schedules.

Jan 2015 – Aug 2019

### Auditor/Tax Manager, Thakrar Financial Consultants

Preparing and filing individual, corporate, and statutory tax returns within strict legal deadlines.

Providing tax advisory services to clients by answering queries on any tax-related area from basic statutes to VAT to foreign tax amnesty advice.

Responsible for planning and executing internal and external audits including assignments in foreign countries such as Uganda, Rwanda, Zambia, and Ethiopia.

Delegating, teaching, reviewing, and providing feedback to tax assistants and junior auditors on their work and performance.