

# Vasantha Lakshmi

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Address: Villa no 18 Zone 56 Ain khalid, Doha Qatar

## Profile

I am a degree educated, qualified as EFL teacher. I enjoy being creative and am also keen to use this creativity to create stimulating lessons to inspire a class. I work well in a team and can communicate well at all levels and ages. Mature and lively, I have a variety of outside interests and remain committed to improving my teaching skills further and contributing to the success of the school.

## Tefl Qualifications

### **2023 Qualifi Level 3 Certificate in Teaching English as a Foreign Language (120 hours) - The TEFL Academy**

- Ofqual 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.

### **2023 Teaching Young Learners (TEFL) (30hrs)- The TEFL Academy**

- Accredited short course specializing in teaching young learners.

## Education & Courses

2014 - 2017- B.com General Sathyabama University Chennai 600119

2013-2014 - Higher secondary Education Sacred Heart School Chennai 600119

2012-2013 - Secondary Education Sacred Heart Chennai 600119

## Relevant Experience

English Language Tutor | [Aid Virtual], [Chennai tambaram, Tamilnadu] | [ February 2022] - [August 2023]

- Conducted one-on-one tutoring sessions with students seeking additional support in English language acquisition.
- Customized lesson plans and teaching materials to address individual learning challenges and enhance overall proficiency.
- Utilized a variety of teaching methods, including role-playing, language games, to make learning enjoyable and effective.
- Monitored and documented student progress, adjusting teaching strategies as needed to ensure optimal results.
- Fostered a positive and encouraging learning environment, promoting confidence and motivation among students.

## Employment

Transaction Process Associate - Accenture solutions private limited (September 2017-February 2021) India Chennai.

Worked for (Credit Suisse) UK Lives process which we will be working on pensions and we will be delivering the files to client on monthly basis.

- We will be doing inflations for each and every trade once in a year.
- Clients- RGA, Paclife, Hannovera (HRE), Pension scheme, ITV pension scheme, RBC Life insurance, Munichre (MRE), Aon (Aovera)
- Working and delivering 40 files within four days by two FT.
- Prepared detailed event reports of the each 7000+ pension members status for all the four trades monthly.
- List of trades- Blueberry, Raspberry, Damson, Franklin.
- We are using the Locus launcher and we will be uploading the files in the launcher and it will directly delivering to each and every client safely

## Hobbies & Interests

I love travelling and have travelled extensively to the scenic and nature places. Exercising and doing yoga is my passion and i have taken some classes to young students to do yoga asanas. In addition i love to hear music and to refer links about financial management.

## Personal Details

**Date of Birth:** 10 February 1997

**Nationality:** Indian