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# J. INDRANI

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## EXPERIENCE

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HR and Admin Assistant,

Avanseus, Bangalore, Karnataka, 2023.

- Assisted with recruitment processes, including job postings, screening resumes, and scheduling interviews
  - Managed employee documentation and maintained accurate records in HRIS
  - Coordinated employee onboarding and orientation programs
- Provided administrative support to HR department, including drafting correspondence, organizing meetings, and preparing reports.

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## TEFL TRAINING

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

- 05 February 15, 2024
- Grade - Pass
- 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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**BACHELOR OF ARTS – 2019.**  
**[ENGLISH LITERATURE]**

SRI VENKATESWARA UNIVERSITY, TIRUPATHI.

Relevant course work:

- English Literature: British Literature, American Literature, Literary Theory
- Philosophy: Ethics and Morality, Logic and Critical Thinking
- Economics: Microeconomics, Macroeconomics, Economic Theory
- Political Science: Comparative Politics, International Relations, Political Theory

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## ABOUT ME

I am a BA degree-educated, soon to be 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  
Listening to music  
Travelling  
Painting  
Volunteering with kids  
Hiking

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## PERSONAL DETAILS

DATE OF BIRTH: 07-10-1993  
MARITAL STATUS: Single  
NATIONALITY: INDIAN  
DRIVING LICENCE: No  
LANGUAGES SPOKEN:  
English, Telugu, Hindi, Korean.

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## REFEREES:

Available upon request.

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## EMPLOYMENT

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## Skills:

- Proficient in English grammar, syntax, composition and literature analysis
- Strong research and analytical skills
- Excellent communication and interpersonal skills
- Familiarity with diverse literary genres and analysis techniques
- Ability to create engaging lesson plans and materials
- Adaptability and flexibility in various teaching environments
- Computer Skills: MS Office Suite (Word, Excel, PowerPoint), Google Suite, HRIS (Human Resource Information System) software