

Work Experience

Trikaya Agriculture PVT LTD - E-Commerce Executive **July 2022 - Present**

- Post pictures, posters, and videos on Instagram.
- Communicate with the customers via WhatsApp, Phone calls, Insta or Facebook.
- Upload all the orders on Tally.
- Document weekly comparison with the different online competitors.
- Promote products to the customers in Bangalore, Pune, and Mumbai daily.
- Create reports on various products like plants, or flowers after observing a few days.

Bombay International School - Internship **Jul 2021 - May 2022**

- Interned as a Teacher with Lower Prep Teachers.
- Assisted teachers in their work, like preparing lessons, checking homework and being with the kids.
- Assisted teachers during the free play.
- Participate during the lesson plan meetings.
- Did an origami puppet show.
- Planned PowerPoint presentations for all seasons and festivals like Diwali and Holi.

Lok Biradari Prkalp - Gadchiroli, Maharashtra. - Volunteer **23 Jan 2020 - 30 Jan 2020**

- Taught basic English like, phonics, blends, 2 and 3 letter words.
- Played fun games like, Pictionary, act it out, instructional game and rhymes.
- Played ultimate frisbee every day in the morning.

Rehabilitative Assistant for People in Distress (RAPID) Dharwad - Volunteer **Apr 2019 - May 2019**

- Volunteered during the summer camp.
- Assisted women who resumed their studies to prepare for their SSC/ HSC.

Seva Sadan Pre-Primary English School - Internship **Jul 2018 – Mar 2019**

- Interned as an assistant Nursery teacher.
- Also, a backup for other teachers.
- Did rhymes and played fun games.
- Decorated the hall for Teachers Day celebration.
- Choreographed dances for nursery and upper KG students.
- Planned fun activities for nursery kids like, instruction games, play dough activities and outdoor games.

Indian Television.com - Internship **May 2018 - Jun 2018**

- Collected information about the actors and kept the data.

Gateway School of Bombay - Internship. **Aug 2017 – Apr 2018**

- Interned as an assistant leisure skill teacher.
- Assisted other teachers in their work, like preparing worksheets, checking homework, and translating language from English to Hindi.
- Took sessions on leisure activities and played fun games with the students.
- Was a writer for a student during his exams.
- Supervised the class during exams.

Education

Shreemati Nathibai Damodar Thackersey Women's University (SNDT) **Jul 2019 - May 2022**
Bachelors of Arts, Economics Major

Elphinstone College **Jul 2017 - Mar 2019**
Higher Secondary Certificate.

Sanskar Bal Mandir. **Jun 2016 - Mar 2017**
Secondary School Certificate.

Additional Course

- Teacher Training Program- American School of Bombay.

Languages and Skills

- English, Hindi, and Marathi.
- Proficient in Microsoft Office.
- Writing poems, dancing, and acting.
- Playing Ultimate Frisbee.

Reference

Nirmayee Sanghvi, Teacher, Down to Earth (NGO),

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