

RIDDHI R. JANI

ENGLISH COACH | CREATIVE WRITING FACILITATOR |
BUSINESS ADMINISTRATOR | CURRICULUM DEVELOPMENT

Contact: +91 93245 23560 | Email: riddhikc@gmail.com

Address: B Wing, Flat No. 103, Shree Vardhman Apt., Opposite Pandya Hospital,
Sodawala Lane, Borivali – West, Mumbai 400092



- **Professional Objective:** Energized to contribute dynamism and expertise to an expanding institute, fostering innovation and growth in a stimulating work environment. Also to upgrade my skill set in coaching and admin to be more efficient and innovative in a challenging designation.
- **Seeking opportunities:** in coaching and curriculum development to enrich my professional experience
- **Languages (verbal and written):** English, Hindi, Gujarati and Marathi.

ACADEMICS & EDUCATION		
Degree / Certification	Institute / College / School	Year of Completion
Psychology Course	Udemy (Pursuing)	2025
International Advanced Post Graduate Diploma in: <ul style="list-style-type: none">• TESOL/TEFL with Specializations in 21st Century Teaching,• Business English Teachers Training,• Young Learners Teachers Training,• Education Management,• Train the Trainer and• Special Education	Asian College of Teachers	2024
Poem Writing Certified Course	Mindsprings - Usha Pandit	2023
Creative Writing Certified Course	Mindsprings - Usha Pandit	2021
ECCE (Early Childhood Care Education Course)	VidyaNidhi Education, Borivali	2010
PPTC (Pre-Primary Teacher Training Course)		
Diploma Business Studies	M.K.E.S. Institute / Indian Merchants Chamber	2009
Bachelor in Commerce (BCOM Graduate)	K.E.S. College of Commerce & Art	2007
Secondary School Certificate (SSC) State Board	St. Teresa's High School, Charni Road	2002

PROFESSIONAL EXPERTISE		
Structured thought process, readiness to learn and be aware of global & regional educational content.		
Strong lead and team player with good communication skills (written and verbal) as well as resourcefulness.		
Process & Functional Analysis	Innovative Teaching and Trainer	Google Workspace
Import / Export Norms	Management & Admin	Online Learning System
MS Office (Word, Excel PowerPoint)	Accounting, Analytics and Reporting	Content Writing
Subtitle Generator (Gujrati – English)	Poem Writer	

<u>WORK EXPERIENCE</u>			
Creative Writing Facilitator & Administrative Coordinator	Learner's Hub - Currently working as a teacher, for Academic Year 2024-25, teaching 223+ students from Grades 4 to 8 for Creative Writing and English Speaking. Administering the entire flow of batches for the entire year. Communicating with parents and staff and conducting assessments.	May 2021 to Current	
Storyteller	Freelance Corporates Events	Freelance	
Invigilator	Aditya College - Trained invigilator and efficient supervision of CA examinations.	Freelance	
Import Officer (logistic dept)	Metallo Mondo – a world leader in the trading and recycling of non-ferrous metals and scraps.	August 2008	March 2010
English Trainer	SpeakWell Institute – Coaching participants in English Language for age groups from 10 years to 57+ years.	August 2006	June 2008
Accounts Assistant	Tata Zamkudi Retail Store – Managing customers invoices, billing, filing and emailing.	February 2006	July 2006
Teacher / Trainer	Vidyanidhi Education Society – Part-time English Language Teacher for primary grades.	6 Months	

TEACHING EXPERIENCE

- Providing diverse materials and resources for student's exploration and learning activities
- Establishing and enforcing rules for behaviour and maintaining order
- Teaching Master Reader skills to entire classes or small groups
- Organizing and leading experiential activities for physical, mental, and social development
- Planning and executing events with audiences larger than 500+ guests.
- Observing and evaluating children's performance, behaviour, and social development
- Designing curriculum and assessment worksheets
- Handling parent communication and coordinating meetings
- Researching and developing modern teaching materials

ADMINISTRATIVE EXPERIENCE:

- Creating reports and analyzing data for business in-flow
- Counseling and assisting individuals for transformation
- Communicating with parents regarding various issues and concerns
- Managing social media updates and posting weekly activities
- Building parent-teacher relationships
- Monitoring overall student performance
- Handling inquiries, admissions, and maintaining databases
- Supervising admin staff performance
- Collaborating with team division heads.