**Riddhi R. Jani**

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

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**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**.**

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| **ACADEMICS & EDUCATION** |
| **Degree / Certification** | **Institute / College / School** | **Year of Completion** |
| Psychology Course | Udemy (Pursuing) | 2025 |
| International Advanced Post Graduate Diploma in:* 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 EducationCourse) | VidyaNidhi Education, Borivali | 2010 |
| PPTC (Pre-Primary Teacher TrainingCourse) |
| Diploma Business Studies | M.K.E.S. Institute / Indian Merchants Chamber | 2009 |
| Bachelor in Commerce (BCOMGraduate) | K.E.S. College of Commerce & Art | 2007 |
| Secondary School Certificate (SSC)State Board | St. Teresa’s High School, Charni Road | 2002 |

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| **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 asresourcefulness. |
| 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 |  |

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| **WORK EXPERIENCE** |
| **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.Administrating 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
* Planned and executed 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
* 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.

**ADMINISTRATIVE EXPERIENCE:**