

Pallavi Pandey Dwivedi

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Experience

Centre Culturel de Courbevoie | France

English Language Teacher | 11/2024 - 01/2025

- Taught English to students across various age groups.
- Created tailored lesson plans and evaluated student progress.
- Provided academic support and encouraged learner engagement.

Freelance/Self Employed | France

Teacher | 09/2021 - 06/2023

- Delivered customized English lessons for learners at different proficiency levels.
- Adapted teaching methodologies to meet individual needs.
- Tracked performance and encouraged learning autonomy.

Transport Company | France

Operations Manager | 03/2017 - 06/2019

- Oversaw logistics and daily operations.
- Led team coordination, resource planning, and process optimization.
- Enhanced overall efficiency and client satisfaction.

LDB Mica Research | France

Telephone Interviewer | 02/2014 - 03/2014

- Conducted structured telephone surveys.
- Collected and entered data for analysis and reporting.

Novametrie | France

Editorial Assistant | 11/2012 - 12/2012

- Supported text revision, layout, and document preparation.

Aviva Life Insurance | India

Financial Planner | 08/2009 - 06/2010

- Advised clients on investment strategies and portfolio management.
- Designed tailored financial plans based on client needs.
- Built long-term relationships through personalized guidance.

Freelance/Self Employed | India

Educator | 06/2004 - 03/2009

- Taught academic and professional subjects to students.
- Created adaptive lesson plans and assessed individual progress.

Skills

Customer service, Communication skills, Time management, Bilingual, Lesson Planning & Pedagogy, Project & Team Management, Agile & Scrum Methodologies, Multitasking & Prioritization, Problem Solving & Adaptability, Documentation, Administrative Skills, Data Entry

Education

Scrum Alliance | France

Certified Scrum Master | 10/2023

Indore Indira School of Career Studies | India
Post Graduate in International Business | 05/2009

Shri Sai Institute of Technology | India
Bachelor of Commerce (Computer Applications) | 04/2007