

Contacts

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📍 Hyderabad, India

About

Dedicated and adaptable professional with a diverse background in education, operations management, and customer service across international settings. Certified Scrum Master with a strong foundation in agile methodologies and project coordination. Proven expertise in delivering customized English language instruction to learners of varying proficiency levels, both in classroom and freelance environments. Demonstrated success in managing logistics, leading teams, and enhancing operational efficiency. Skilled communicator fluent in English and French, with strengths in lesson planning, client engagement, data collection, and administrative support. Passionate about continuous learning and fostering inclusive, learner-centered environments.

Skills

- Communication
- Teaching Methodology Adaptation
- Time Management
- Multitasking & Prioritization
- Problem Solving & Adaptability

Pallavi Pandey

Experience

Centre Culturel de Courbevoie

English Language Professor | 2024 - 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

Educator | 2021 - 2023

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

Transportation company

Operation Manager | 2017 - 2019

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

LDB Mica Research

Telephonic Interviewer | 2014 - 2014

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

Novametrie

Editorial Assistant | 2012 - 2012

Supported text revision, layout, and document preparation.

Aviva Life Insurance

Financial Planner | 2009 - 2010

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

- Agile & Scrum Methodologie
- Documentation
- Administrative Skills
- Data Entry
- Customer Service Orientation
- Lesson Planning & Pedagogy
- Process optimization
- Investment advising

Freelance

Educator | 2004 - 2009

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

Education

Certified Scrum Master

Scrum Alliance, France | 2023

International Business

Post Graduate

Indore Indira School of Career Studies | 2007 - 2009

Commerce with Computer Application

Bachelor of Commerce

Shri Sai Institute of Technology | 2004 - 2007