

Curriculum Vitae

Khushboo Bhanushali

EDUCATION

2009: Bachelor of Arts in English Literature (University of Mumbai)

2006: Higher Secondary Certificate Examination (12th Grade)
(Maharashtra State Board)

2004: Secondary School Certificate Examination (10th Grade)
(Maharashtra State Board)

TECHNICAL SKILLS

- Proficient at Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Internet Surfing.

EXPERIENCE

Company Name: Little Oaks Preschool & Activity Centre

Job Title: Head Teacher & Administrator

Responsibilities: Management and responsibilities of 2 batches of children (age group 1.6 yrs – 3.6 yrs). Management of events taking place at the school. Handling enquires and briefing parents on the administrative front. Handling the expenses.

Dates: January 2010 – Till date

Company Name: The eye super speciality (TESS)

Job Title: TPA Coordinator and editing eye surgeries

Responsibilities: Handling the insurance department, majorly medical claims. Communication bridge between the insurance companies and hospital as well as patients and the hospital. Editing eye surgeries.

Dates: April 2007- February 2010

OBJECTIVE

- To provide quality education and mould young minds in a positive way.
- Escalate teaching techniques to greater heights
- To have further insights into teaching and provide a better and beautiful learning experience for children.

Personal Data:

D.O.B. :

Sex : Female

Nationality : Indian

Marital Status : Single

Residential Address:

M

Mobile:

+91

E-mail:

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Language Known:

- English
- Hindi
- Gujarati
- Marathi
- German (Basic)

Interests:

- Reading
- Writing
- Travelling
- Driving
- Listening to Music
- Exploring

Strengths:

- Excellent communication skills.
- Open to New Challenges.
- Multitasking and good management skills.
- Inquisitive and willing to learn new things.
- Confident, outspoken and dedicated.