

# DASMEET MAKHIJA

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If I must describe myself in 3 nouns, it will be fast-learner, solution-oriented and creative. My experience is planted in two different fields – Teaching and Business Development. One of my primary priorities is work-life balance.

## EXPERIENCE

### NOW:

UNDERTAKING 'BASICS OF BUSINESS ANALYSIS' COURSE (MOOC)-UNIVERSITY OF LONDON  
GIVING ENGLISH LESSONS ON URBANPRO

**1/9/23 – 15/6/24**

**English Language assistant**, IES L'LLUSSER (MUTXAMEL)

I co-taught English grammar topics and Indian culture. Sometimes, also play the role of substitute teacher.

**1/10/22 – 31/5/23**

**ENGLISH LANGUAGE ASSISTANT**, IES JOSE VILAPLANA (SPAIN)

My primary work was to practice oral and written language skills with high school students. I would also assist teachers with assessments and be a substitute sometimes in absence of teachers.

**1/10/2021 – 31/6/2022**

**PRIVATE TEACHER**

I started giving tuitions at home. Students were from grade 5 to grade 10. Mostly taught subjects like English, Math, and Science.

**1/6/2021-15/9/2021**

**CUSTOMER SUCCESS REPRESENTATIVE, QUICKO**

I was in sales and marketing department. My other tasks were editing reports and data organization.

## EDUCATION

**NOVEMBER 2021**

**BACHELORS IN BUSINESS ADMINISTRATION**, AHMEDABAD UNIVERSITY

Final gpa: 3.6/4. Majors: Marketing and Economics. After lots of subjects, innumerable assignments and projects, right attendance, I passed out of my university.

**APRIL 2017**

**HSC**, IDP SCHOOL, AHMEDABAD

Final percentage: 86%. Stream: Science

## **SKILLS**

- Upper-Intermediate level at Spanish (DELE B2)
- Teaching English and other subjects
- Business Development skills
- Great at Excel, Ppt, Word
- Communication and Critical Thinking

## **ACTIVITIES**

- Spanish DELE B2 level certificate (2024)
- Teaching Acknowledgement Certificate from Jose Vilaplana (2023)
- Spanish DELE B1 level certificate (2022)
- Scored IELTS 7.5(2021)
- Scored 86% in TCS National Qualifier Test (2021)
- 1<sup>st</sup> place in Arabic elementary exam held at Gujarat Vidyapeeth
- Completed a certified course on Leading High-Performance Teams from University of Queensland (MOOC) (2020)
- Selected for a semester exchange program at Rennes School of Business (2019)
- Represented my university at International Fair at Rennes School of Business, France

## **LANGUAGES:**

- Spanish (B2 DELE)
- English (Proficient)
- Hindi (Native)