Name: Karishma

Age: 23

Contact Number: 9833413330

Address: C-703, Krishna bldg, Vasant Sagar complex, Thakur Village, Kandivli (e), Mumbai 400101.

E-mail: Karishma\_tolani@hotmail.com

**Educational background**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Institute** | **Area of specialisation** | **Percentage/Grade** |
| B.A | Jai Hind College | Economics & Political Science | 61.33% |
| Diploma in Creative Writing | Symbiosis | Creative Writing | 64% |
| Web Designing | Imax | Photoshop, Corel Draw, Flash, HTML, DHTML, Dreamweaver | Excellent |
| Junior Diploma | Bombay Art Society | Bharat Natyam | Average |
| Basic level Swimming | Asmita Club House | Swimming Basics | N/A |
| French Level 1 (DELF) | Alliance Francaise | French language | 75/100 |

**Languages**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Languages known** | **Written** | **Spoken** | **Able to read** |
| English | Yes | Yes | Yes |
| Hindi | Yes | Yes | Yes |
| Marathi | Yes | Yes | Yes |
| Punjabi | No | Yes | No |
| Sindhi | No | Yes | No |
| Guajarati | No | Yes | No |
| French | Yes | Yes | Yes |

**Work Experience**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Job profile** | **Institute** | **Time Period** |
| Teacher | Dance classes | Self | 1 year |
| Teacher | Tuitions | Self | 5 years |
| Teacher | Summer Camp | Jack ‘n’ Jill | 3 years |
| Trainer | English Speaking & Personality Development  | Jack ‘n’ Jill & Father Agnelo | 1 month each |
| Teacher | G. K Classes | Jack ‘n’ Jill | 3 months |
| Teacher | Coaching Classes | Eureka | 3 months |
| CSE & Social Media | Online Customer Support & copy writing | Customer Centria | 10 Months |
| Content Writer | Writing SEO content | Kush Info systems  | 6 Months |
| Freelance Writer | Writing content for various clients | DreamShream, Inovad, Solitary reaper, Projectdeals & more | 8 Months |