

VIBHUTI MISRA

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French Language Expert with 13+ years of experience. It includes teaching French, translating documents in French and in English and handling process related issues of the French users through conversation and in writing.

EDUCATION & CERTIFICATIONS

Professional Qualification

- Revised Intermediate Level in French Language from Alliance Française De Bangalore.
- "Diplome Supérieur" from Alliance Française De Delhi.
- "Diploma en Langue Française" from Alliance Française De Delhi.
- Diploma in French Language from Bhartiya Vidya Bhavan, New Delhi.
- Certification in DELF level A-2 from Alliance Française De Bangalore.
- Certification in computer from ET & T Corporation Ltd.

Academic Qualification

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| • 10 | I.P Senior Sec. School, Delhi - 1996 |
| • 10+2 | I.P Senior Sec. School, Delhi - 1998 |
| • B.Com | Delhi University – 2001 |

Trainings and workshops/Achievements:

- Making the PYP happen
- SAIBSA – Job alike session
- Examiner for evaluation of French AISSE 2019 exam

EXPERIENCE DETAILS

Since Apr 2018 – Present: **Delhi Public School, Whitefield, Bangalore as French Language Teacher**

- Teaching French as a second language to middle and high school students in CBSE curriculum.
- Creating and administering examinations, assignments and projects according to curriculum assessment standards.
- Conducting ASL frequently to build and enhance spoken language skills.

Since Aug 2017 – Mar 2018: **Chrysalis High Kadugodi, Bangalore as French Language Teacher**

- Teaching French as a second language in CBSE curriculum.
- Developed quotidian lesson plans and assessments.
- Engaged students through creative materials, in-class demonstrations and other means to increase retention and understanding.

Since Oct 2015 – May 2017: Sharanya Narayani International School, Bangalore as French language teacher

- Teaching French as a second language in IB PYP and IGCSE curriculum.
- Developed daily instructions and lesson plans in align with curriculum.
- Effectively designed and conducted classroom activities empowering students to master carefully drawn objectives.
- Adequately equipped students to participate in authentic dialogues through fun, entertaining, and interactive activities.
- Successfully aided students in acquiring the necessary skills such as thematic vocabulary and structural knowledge to build communicative capacity in a variety of conversational situations entirely in the target language

Since July 2012 – Sep 2015 : French teacher/trainer and freelance translator

- Helped and assisted students during office hours, after school and in private tutoring sessions.
- Conducting French classes for children in small groups to improve conversational and written skills.
- Translating documents for corporate sector.

Since May 2014 – September 2014: Vibgyor High School, Bangalore as French teacher

- Teaching French to Secondary students as per ICSE syllabus.
- Designing worksheets as per school curriculum.

Since Sept 08-Sept 09: Igate Global Solution Ltd, Bangalore as Senior Process Lead (RBC) – French Language

- Hiring and Handling a French language team of 15-20 associates at two locations in India.
- Doing knowledge transfer of French process to team and documenting.
- Interacting with French overseas colleagues and guiding team members about the process.

Since Aug 06-Aug 08: Ariba Technologies India Pvt. Ltd, Bangalore as French Language Analyst – Spend Visibility

- Translating the Invoice/Supplier data in French-English and doing Quality Check.

Since Aug 04-June 06, HCL Comnet, Delhi as Senior French Language Analyst

- Translating documentation and resolving all the technical queries of Customers from French speaking countries through conversation or E-Mail.
- **Teaching French Language** to employees of the company.

Since May 04-Aug 04, **NETVANTAGE INTERNATIONAL Ltd, Delhi as French Language Resource (Market Research)**

- Collecting data of the Plastic Market, France and doing market research studies, customer loyalty and satisfaction surveys.
- Translating all the information in French-English and updating on the on-line databases.

Since **Oct 03-May 04 NEW GREEN FIELD PUBLIC SCHOOL, Delhi as Faculty French Language**

- Teaching French Language as per C.B.S.E Curriculum.
- Teaching English Language for improving conversation skills.

Since **May 03-Sept 03, THE TOPPERS STOP, Delhi as Faculty of French Language**

- Teaching French Language as per C.B.S.E Curriculum.
- Designing internal test papers for French Language.
- Referring Teachers to Public Schools.
- Teaching French Language in Manav Bharti India International School.

PERSONAL DOSSIER

Interests & Hobbies: Music, Sketching, Meeting People, Traveling

Date of Birth: Nov 21, 1980

Residential Address: A-1008, Nitesh Forest Hills, Seegehalli, Kannamangala, SH 35, Bangalore, Karnataka, 560067

LANGUAGES KNOWN

Hindi, English, FRENCH