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SUMMARY

Resourceful Language Trainer known for high productivity and efficient task completion. Specialized in curriculum development, innovative teaching methodologies, and language assessment techniques. Excel at communication, adaptability, and cultural sensitivity, ensuring effective learning experiences for diverse student groups.

SKILLS

- Interactive Learning
- Student Engagement
- Online Teaching
- Training material development
- Professionalism
- Excellent Communication
- Adaptability and Flexibility
- Time management abilities
- Problem-solving abilities
- Motivational Techniques

LANGUAGES

Hindi: First Language

English: B1

Intermediate (B1)

German: C1

Advanced (C1)

Shashi Bala

EXPERIENCE

October 2021 - Current

German Language Trainer Sanjivani College of Engineering |
Kopargaoon, India

- Provided customized language training to meet individual needs.
- Developed and implemented lesson plans based on objectives and student levels.
- Advised students on appropriate study techniques for language learning.
- Organized cultural events to enhance understanding of the foreign culture.
- Provided guidance on pronunciation techniques for improved accuracy.
- Attended workshops on learning goals, classroom management, student motivation and engaging learning activities.

January 2021 - May 2021

German Instructor Jawahar Navodaya Vidyalaya | Gaziabad, India

- Developed and implemented German language curriculum for beginning, intermediate and advanced students.
- Created lesson plans based on student needs, interests and objectives.
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July 2018 - November 2019

German Instructor Kendriya Vidyalaya | Dehradun, India

- Developed and implemented German language curriculum for beginning, intermediate and advanced students.

July 2017 - February 2018

German Instructor Kendriya Vidyalaya | Fatehgarh, India

- Developed and implemented German language curriculum for beginning, intermediate and advanced students.
- Educated students about foreign cultures through immersive activities.
- Tutored students requiring additional assistance and exam preparation.

September 2015 - July 2017

Customer Support Associate Concentrix | Delhi, India

- Provided technical support to customers via phone, email, and chat.
- Resolved customer inquiries in a timely manner.
- Investigated and troubleshooted customer issues to determine the best course of action.

February 2015 - May 2015

German Instructor Kendriya Vidyalaya | Rewari, India

- Developed and implemented German language curriculum for beginning, intermediate and advanced students.
- Provided individualized instruction to students in order to help them reach their language learning goals.
- Created lesson plans based on student needs, interests and objectives.

July 2014 - November 2014

German Instructor Kendriya Vidyalaya | Muzaffarnagar, India

- Developed and implemented German language curriculum for beginning, intermediate and advanced students.
- Assessed student progress through tests, quizzes and homework assignments.

Academic Coordinator 2 COMS Consulting Pvt. Ltd. | Delhi, India

- Developed and maintained program curriculum materials, ensuring compliance with accreditation standards.
- Coordinated workshops for faculty members on topics related to pedagogy and teaching methods.
- Scheduled classes, assignments, tests, events, conferences. According to established guidelines.

EDUCATION

March 2025

Advance Diploma III in German C1 Level | German

University of Mumbai, Mumbai

Pursuing

- Professional Development Courses:
- Workshops and Seminars Attended:
- Online Learning and MOOCs:
- Relevant Coursework and Training Programs:

December 2020

Diploma in Teaching German | Education

IGNOU, New Delhi

June 2018

B1.1 Level | German Studies

Goethe Institut - Max Müller Bhavan, Munich, Germany

June 2015

B2 Level | German Language And Literature

Goethe Institute, Max Müller Bhavan, Delhi

July 2014

Advance Diploma in German B2 level | German Language and Literature

University of Delhi, Delhi

July 2013

Diploma in German B1 level | German Language And Literature

University of Delhi, Delhi

June 2013

B.ed | Education

Jodhpur National University, Jodhpur

July 2009

Certificate in German A1 & A2 | German Language And Literature

University of Delhi, Delhi

May 2006

Master of Arts | English Language And Literature

University of Annamalai, Annamalai Nagar, India

September 2005

Post Graduate Diploma in English Teaching | Teaching English As A Second Language (ESL)

University of Annamalai, Annamalai Nagar, India

July 1997

Bachelor of Arts | Humanities

University of Delhi, Delhi

July 2025

Master of Arts | Translation in Studies

IGNOU

- Projects and Research:
- Professional Development Courses: