



Prachi Bhagora

Administration Officer

📍 London, UK

✔️ Prachi is **Available to work**

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Work Preference

Location: Not looking to relocate

Pattern: Open to Part-time work

Employment: Freelance Assignments, Hourly Consulting, Permanent Positions

Skills

Time management and planning (Ad...

Multitasking and Initiative Driven • (Ad...

adabtability (Advanced)

quick learner (Advanced)

Team leadership (Advanced)

Communication Skill (Advanced)

Languages

English (Work Proficiency)

About

Skilled at communicating complex information in a simple and entertaining manner. Looking to contribute my knowledge as a educator that offers a genuine opportunity for carrer progression.

BRANDS WORKED WITH

HANIFA SCHOOL

Proviz Outsourcing

Experience



● Teacher

HANIFA SCHOOL | Aug 2021 - Nov 2022

I teach students age of 5 year old to 16 years about the subject English language,English literature and communication skills.

● OFFICE ADMINISTRATION

Proviz Outsourcing | Jan 2020 - Aug 2021

Preparing, organising and storing information in paper and digital form. Dealing with queries on the phone and by email. Maintaining office systems and liaising with suppliers.