



DIA MORYANI

Contact: - 7057989090

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Date of Birth:- 30th March 1991

Address: A8/6, pleasant park2, opp to Fatima Nagar

JOB EXPERIENCES

October 2020 – September 2021

Universal Language Hub | HR Coordinator.

Responsibilities:-

- Coordinate with all Trainers for Demos of all languages
- Managing all the batches.
- Keeping records of all employees.
- Focusing on sales of the entire Team.

August 2020 – October 2020

The Language Skool. | HR Coordinator.

Responsibilities:-

- Coordinate with all Trainers for Demos of all languages
- Managing all the batches.
- Keeping records of all employees.
- Focusing on sales of the entire Team.

July 2019 – July 2020

Vibgyor School | Pre- Primary Teacher.

Responsibilities:-

- Prepare creative activities daily. As creativity is an important part of a young child's development, teachers set up various activities related to art and craft, music, requiring varying levels of application of learning for children to engage in.
- Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
- Establish and enforce rules for behavior, and procedures for maintaining order.
- Read books to entire classes or to small groups.
- Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
- Observe and evaluate children's performance, behavior, social development, and physical health.



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PERSONAL INFO.

Material Status

- o Married

Language Proficiency

- o English
- o Hindi
- o Sindhi
- o Marathi

EDUCATION

Teacher Training
Excel Institute
(Pursuing)

HSC (2010)
Jai Hind Junior
College Pimpri.

SSC (2008)
Jai Hind Junior College

Address

A8/6, Pleasant Park 2,
Opp. Fatima Nagar
Pune- 411013.
Maharashtra

December 2015 – February 2017

Little Millennium Pre-School. | Admin Counselor.

Responsibilities:-

- Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
- Establish and enforce rules for behavior, and procedures for maintaining order.
- Read books to entire classes or to small groups.
- Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
- Observe and evaluate children's performance, behavior, social development, and physical health.

SKILLS

- Ability to establish Team work.
- Good Communication.
- Willingness to Learn New Skills.

