

# Abhishek Timbadia

📍 Dubai, United Arab Emirates    ✉ abishektimbaddia@gmail.com    ☎ +971 503 09 1996    🌐 Abhi T.  
🔗 Portfolio - <https://abt0396.com/>

## 👤 PROFILE

Seeking a challenging role as an Office Assistant to leverage my strong organizational skills, attention to detail, and proactive approach to provide comprehensive administrative support. I am proficient in managing multiple tasks, prioritizing effectively, and ensuring smooth operations. I am eager to contribute to the efficiency and productivity of the team.

## 🎓 EDUCATION

<b>Master of Arts: Education - Teaching &amp; Learning</b> <i>Middlesex University Dubai</i> ✓	Dubai, United Arab Emirates
<b>Master of Science: Digital Marketing</b> <i>Middlesex University Dubai</i> ✓	Dubai, United Arab Emirates
<b>Bachelor of Arts: Audio Production Engineering</b> <i>SAE Dubai</i> ✓	Dubai, United Arab Emirates

## 👜 PROFESSIONAL EXPERIENCES

09/2024 – 10/2024	<b>Clerical Assistant</b> <i>Eton Institute</i> ✓ <ul style="list-style-type: none"><li>Coordinated class timings between accessors and students.</li><li>Communicated with students via email regarding scheduling and Blackboard login credentials.</li><li>Assisted in the organization of the European Day of Languages event.</li><li>Participated in event games and activities.</li><li>Provided support to clients during the event.</li></ul>	Dubai, United Arab Emirates
06/2024 – 07/2024	<b>Educational &amp; Community Development Intern</b> <i>Sheikh Saud bin Saqr Al Qasimi Foundation for Policy Research</i> ✓ <ul style="list-style-type: none"><li>Developed strong interpersonal skills while working with children (ages 6-12) in a group setting, fostering a positive and supportive learning environment.</li><li>Successfully taught foundational subjects such as math and music, adapting teaching methods to meet the diverse needs of the students.</li><li>Cultivated creative problem-solving skills through the facilitation of workshops in gardening and Lego building.</li><li>Gained proficiency in data entry and management, ensuring accuracy and consistency in data collection.</li><li>Developed strong organizational skills by creating a comprehensive data set and associated codebook for the IQRA program.</li></ul>	Ras Al Khaimah, United Arab Emirates
01/2024 – 03/2024	<b>Research Intern</b> <i>Sheikh Saud bin Saqr Al Qasimi Foundation for Policy Research</i> ✓ <ul style="list-style-type: none"><li>Assisting in research and presentation creation for S.L.O.W. philanthropic venture.</li><li>Assisting in conducting literature searches and writing an annotated bibliography for IQRA curriculum in schools.</li><li>Collect and analyze data for research projects as needed.</li><li>Survey curation from RAK Arts Festival.</li><li>Assisting in data findings for 'The Decline of Men in Higher Education' and 'Teacher Attrition.'</li><li>Audio analysis for focus group interviews about school design.</li></ul>	Dubai, United Arab Emirates
10/2023 – 12/2023	<b>Library Assistant</b> <i>SAE Dubai</i> ✓ <ul style="list-style-type: none"><li>Helped an institute of 700+ students in academic reading, reference, and writing.</li><li>Familiar with using WorldCat software in checking in and out desired books.</li><li>Recommended books and conversing through emails on book suggestions for the students' or lecturers' desire.</li><li>Observed lecturers during classroom and noted teaching characteristics to model.</li></ul>	Dubai, United Arab Emirates

10/2022 – 10/2023

### Lecturer/Correction Assistant

Pearl Bay Institute [↗](#)

- Taught at a Pearson curriculum-based institute.
- Presented and curated a study plan on group management, project and personal development, and musical ideas for a class of 14 students.
- Communicated and helped students learn and manage their portfolio/EPKs.
- Assisted in marking the students with the help of the academic affair coordinator.
- Created several activities in class to help engage the students, such as quizzes, listening exercises, reading time, and discussion of music scores from animated films.
- Lectured students on research topics and approaching in writing their thesis supported by learning about literature review, methodology, data collection, the philosophy in approaching research, and the paradigms involved.

Dubai,  
United Arab Emirates

08/2020 – 12/2020

### Audio Engineering Teaching Assistant

SAE Dubai [↗](#)

- Assisted students in mixing and advising their end-of-term project at the SAE Dubai Audient studio.
- Created introductory music theory lesson video for students to view anytime with the help of OBS Studio and Reaper.
- Created a lesson video on fundamental shortcuts to use within Reaper with the help of OBS Studio and Reaper.
- Self-studied pedagogical and listening lessons under the supervision of the head audio coordinator.

Dubai,  
United Arab Emirates

## CERTIFICATES

### Teaching Assistant Training [↗](#)

Dubai, United Arab Emirates

### Rock & Pop [↗](#)

Level 7 - Rock & Pop (Bass Performance)

### Theory of Music [↗](#)

Level 8

## PROJECTS

04/2024 – 08/2024

**Are our boys being left behind in education? A primary teacher's perspectives on boys' performance in English literacy within private schools in United Arab Emirates (PDT4044 - Dissertation)** [↗](#)

01/2024 – 03/2024

**Identify a Problem of Practice in Technology Integration (PDT4809 - Technology Integration Leadership and Practice)** [↗](#)

09/2023 – 12/2023

**Perspectives of Instructional Coaching, Video Log, Narrative, PD Plan, and Peer Review (PDT4800 - Perspectives of Coaching and Mentoring in Education)** [↗](#)

04/2022 – 10/2022

**Intention of using virtual reality devices for music concerts with the help of the Decomposed Theory of Planned Behavior model during the post-COVID-19 world (MKT4066 - Research and Dissertation)** [↗](#)

09/2019 – 12/2019

**MicTex (Studio II)** [↗](#)

## TOOLS

MS Office | Dorico / Finale Music Notation | ProTools / Reaper / Ableton Live | iMovie / OpenShot Video Editor | VCV Rack

## SKILLS

Data Analysis | Market & Academic Research | Academic Writing | Scheduling | Presentation | Time Management | Problem Solving | Critical Thinking | Project Management

## LANGUAGES

• English

• Gujarati

• Hindi

## REFERENCES

**Mauro Smorto**, *Music Educator & Violinist*, MRPO - Royal Guard of Oman  
maurosmorto@yahoo.it

**Randula de Silva**, *Director of Operations*, SAE Dubai  
r.desilva@saedubai.com