



SWAPNALI GAVALI

📍 Dubai,UAE

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SUMMARY

- Committed Tutor with proven experience in growing student confidence and competence. Collaborates and communicates well to engage, inform and educate. Adapts teaching style and syllabus to suit personalised needs.
- Experienced Office Assistant providing accurate, dependable administrative support. Skilled in IT, filing and communications to aid business efficiency. Autonomous and motivated to achieve tasks within deadlines
- Analytical thinker leverages problem-solving skills to drive continuous improvement. Works cross-functionally to adapt systems to changing business needs and formulate winning solutions.

EXPERIENCE

HOME TUTOR, 03/2020 - 02/2023

Self-employed, Sangli, India

- Encouraged students to achieve exceptional results, celebrating successes and using positive reinforcement.
- Taught students various subjects, such as English, Maths and Science, specialising in Computer Science.
- Delivered demonstrations and explanations clearly with struggling topics.
- Designed, planned and taught effective lessons tailored to student needs, enhancing student outcomes.
- Helped students complete homework by explaining questions, processes and problem-solving.
- Analysed student progress and prepared feedback to improve test results.
- Gave early intervention support to students beginning to struggle with materials.
- Modelled respect for students' diverse cultures, language skills and experiences to create welcoming environment.

CLERICAL OFFICE ASSISTANT, 12/2021 - 06/2022

Shagun Automobiles , Vita, India

- Managed receptionist area, greeting visitors and responding to telephone and in-person enquiries.
- Responded promptly to incoming phone calls and emails for prompt, professional correspondence.
- Supported staff with clerical tasks for well-maintained office administration.
- Created a filing system for contracts, records and reports.
- Handled both incoming and outgoing mail for the business to maintain smooth-running external communications.
- Provided efficient overflow support to other teams when necessary to help whole company meet deadlines.

DATA SCIENCE & BUSINESS ANALYTICS INTERN, 10/2021 - 11/2021

The Sparks Foundation, Remote, Sangli, India

Here I Complete some Tasks:

- Prediction using supervised and unsupervised ML.
- EDA on the different(domain) types Dataset.
- Analysis of Numerical and Textual data using BI tools like Tableau/Power BI/SAS /Excel.

SKILLS

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|---------------------------------------|---------------------------------|
| • Mail management | • Report development |
| • Google Workspace | • Products Analytics |
| • Special educational needs expertise | • Data collection and analysis |
| • Learning plan development | • Programming and design skills |
| • Activity-based learning | • Product development |
| • Positive reinforcement | • Technical analysis |
| • Business writing | |

EDUCATION

Walchand College of Engineering, Sangli, India, 2021

Master of Technology: Computer Science & Engineering

- Coursework in Data Science, Machine Learning, Research Methodology, Advanced Data Structure & Algorithms.
- Dissertation in Deep Learning & Image Processing.
- Post Graduated in Computer Science & Engineering with a 7.06 CGPA.

LANGUAGES

Marathi: First Language

English:

C2

Hindi:

C2

Proficient

Proficient