



# Prachi Bhagora

Administration Officer

📍 London, UK

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## Languages

English (Work Proficiency)

## About

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