

Prema Gandhi

EDUCATION

D.B. Science College (Nagpur University)

Bachelor of Science

- Concentration: Biology

Gondia, India

Graduation March 1977

WORK EXPERIENCE

Emory University

Atlanta, GA

2014-Present

Hindi Instructor

Hindi Vihar Hindi School

Duluth, GA

2006-Present

Non-profit, volunteer-run school dedicated to teaching Hindi and Indian culture

School Administrator/ Principle

- Founded the non-profit organization I.C.F.A, the parent organization for Hindi Vihar Hindi School
- Created and manage database system for registration, finances, and student information
- Manage email communication with parents, teachers, and students
- Organize and run annual teacher workshops
- Designed the syllabus for all classes
- Teach the graduating level Hindi class

H.R. Block, Inc.

Duluth, GA

2004-Present

Tax preparation services

Senior Tax Advisor 5

- Prepare taxes for individuals, partnerships, S corporations, and sole proprietors
- Help client resolve issues with IRS

Zaveri Enterprises, Inc.

Lawrenceville, GA

1985-present

Southeast United States focused general construction contractor and real estate developer

Vice President/ Bookkeeping

- Bookkeeping and payroll
- Contract Management and Submittals

Inlingua International Language Centers

Atlanta, GA

2008-2009

Worldwide language teaching

- Held private Hindi lessons for clients
- Developed and planned lessons according to client needs

Bal Vihar Hindi School

Chamblee, GA

1994-2006

Non-profit, volunteer-run school dedicated to teaching Hindi

- Taught the graduating level Hindi class
- Coordinated cultural activities

ADDITIONAL INFORMATION

Computer Skills: *Proficient in Microsoft Word, PowerPoint, Excel, and Quickbooks*

Language: *Fluency in English, Hindi, Gujrati, Malavi*