

Name: Akshata D Diggimath

G-mail: addiggimath@gmail.com

Contact number: 8904689573

Mission:

Dedicated professional with expertise in Yoga Teacher Training Centers (TTC) and a focus on managing foreign clients. Seeking a role to leverage my skills in cross-cultural communication, logistical coordination, and customer service to enhance the experience for international participants in a Yoga TTC.

Education:

B.E (Electrical and Electronics)

S D M College of Engineering and Technology Dharwad.

Certificate:

Certified Yoga Teacher (200 Hours TTC completion)

Yoga with Srinath, Mysore

Experience:

- Successfully managed communication and coordination for foreign clients.
- Implemented training programs on safety protocols specifically resulting in a 25% decrease in workplace incidents.
- Led recruitment efforts collaborating with department heads to identify key skill sets
- Provided cultural orientation and support to ensure a positive experience
- Addressed queries and concerns, fostering strong client relationships.
- Oversaw all financial transactions, ensuring accurate recording and compliance with accounting standards.
- Managed budgeting and forecasting processes for Yoga TTC programs and events.
- Conducted post-program feedback sessions to continually improve services for international participants.
- Collaborated with instructors to adapt teaching methods for diverse learning styles.
- Conducted Online personal Yoga sessions.
- Oversaw day-to-day operations, ensuring the smooth functioning of classes and workshops Assisted in organizing and managing administrative tasks.
- Managed a team of instructors and administrative staff, providing guidance and support
- Coordinated events, workshops, and teacher training programs.
- Entered and maintained accurate records of student information.
- Conducted regular data quality checks and promptly corrected any discrepancies.

- Collaborated with team members to ensure data integrity
- Collaborated with program coordinators to develop and monitor program budgets
- Prepared compiled and organized data reports for team review.
- Produced captivating videos for social media.

Skills:

- Data Management
- Team leadership
- Attention to detail
- Time management

I hereby declare that the information furnished above is true to the best of my knowledge.