

Varanasi Chinmoy

Soft Skills Trainer and Life Skills Coach

♥ Visakhapatnam , India 530040

**** +91 7286958017

Profile

I am a highly experienced Soft Skills Trainer and Life Skills Coach with 15 years of experience helping individuals to reach their potential and overcome challenges. I have a proven track record of success in designing and delivering training programs that improve communication, teamwork, and leadership skills. I am passionate about helping people to grow and develop, and I am committed to making a difference in the lives of those I work with.

Skills

- Writing
- Organizing
- · Problem solving
- Critical thinking
- · Business ethics
- Communication
- Organization
- · Public speaking
- Editing
- Proofreading
- Customer service
- Public relations
- Marketing research

Employment History

Senior Trainer

Three Ten Initiative Technologies LLP \mid Visakhapatnam , India

Dec, 2018-Oct, 2023

- Keep up to date with latest industry trends and developments
- Identify training and development needs
- Identify and assess training and development needs within the organization
- Plan and implement training schedules
- Conduct training needs assessments
- Develop training materials and manuals
- Evaluate the effectiveness of training programs

Languages

English - Upper intermediate (B2)

Website or Portfolio

https://www.linkedin.com/i n/varanasi-chinmoy-16799168 • Conduct training sessions

Banking, Financial Services and Insurance (BFSI) Certified Trainer -Loan Processing Officer

2COMS Consulting Pvt Ltd | Visakhapatnam , India

Sep, 2018-Nov, 2018

- Maintain up-to-date knowledge of industry trends and best practices
- Evaluate training effectiveness and make recommendations for improvements
- Deliver training programs using various adult learning methodologies
- Conduct training needs analysis to identify training gaps
- Design and develop training programs for loan processing officers

Youth Development Module Facilitator

Tata Strive | Kurnool and Srikakulam , India

Aug, 2016-Mar, 2018

- Serve as a role model and positive influence for youth
- Monitor program progress and evaluate outcomes to ensure continuous improvement
- Build positive relationships with youth and their families and work collaboratively with other professionals to support youth development
- Engage youth in program activities and provide support and guidance to help them reach their full potential
- Collaborate with other team members to ensure overall success
- Evaluate program impact and make necessary adjustments
- Monitor program progress and outcomes
- Engage with young people to ensure program effectiveness
- Plan and coordinate special events and activities related to youth development programs
- Evaluate program effectiveness and make recommendations for improvement
- Design and implement training modules for youth development programs
- Maintain program records and documentation, and prepare reports as needed
- Monitor participant progress and provide feedback to parents, guardians, and other stakeholders
- Facilitate program activities that are safe, fun, and challenging, and that meet the needs and interests of participants
- Engage with participants in a manner that builds positive relationships and promotes skill development
- Design and implement youth development programs that promote positive social, emotional, and academic outcomes for participants
- Evaluate the impact of the modules on individual youth and the group as a whole, and make necessary adjustments to ensure maximum effectiveness
- Facilitate discussions around controversial topics in a respectful and open-minded manner
- Create a safe and supportive environment for youth to express themselves and explore sensitive topics
- Engage youth in interactive activities and discussions that encourage them to think critically about themselves and the world around them

 Plan and facilitate youth development modules that focus on topics such as identity development, healthy relationships, and career exploration

Human Resources - Training and Development

Lingua Franca | Visakhapatnam , India

Jul, 2014-Aug, 2016

- Manage the training budget and track training expenses
- Evaluate the effectiveness of training programs and make recommendations for improvements
- Develop and deliver training programs using a variety of instructional methods
- Conduct needs assessments to identify training and development requirements
- Conduct training sessions
- Assess training needs
- Design and implement training programs that align with company goals
- Develop instructional materials
- Facilitate training sessions
- Design and implement training programs

Lecturer in MBA Department

Gayatri College for PG Courses | Srikakulam , India

Jun, 2012-Apr, 2014

- Teach assigned courses to MBA students
- Evaluate student performance and provide feedback
- Stay up-to-date on latest developments in field
- Provide service to the department, school, and university
- Engage in scholarly activity to maintain and improve teaching effectiveness

Training Consultant

CfBT Education Resource Management Pvt. Ltd. | Rajam, India

Feb, 2012-Mar, 2012

- Monitortrainees performance to ensure that they are meeting the standards set by the organization
- Deliver training programs to trainees
- Maintain records of training programs
- Evaluate training programs
- Deliver training programs
- Conduct training needs analysis
- Evaluate the effectiveness of training programs and make improvements as needed

Guest Lecturer for MBA week-end PCP classes

Madurai Kamaraj University Srikakulam Study Centre (Chaitanya E.S Degree College) | Srikakulam , India

Oct, 2009-Jan, 2012

- Prepare and deliver lectures to MBA students on a variety of topics related to business and management
- Engage students in discussion and encourage critical thinking and analysis
- Evaluate student performance and provide feedback
- Attend and participate in departmental and school-wide events and

Human Resources Executive

School of Accounts Consultancy - PSR Education Society | Srikakulam , India

Jan, 2011-Jan, 2012

- Manage the recruitment and selection process, including job postings, candidate screening, and interviews
- Develop and implement HR policies and procedures
- Conduct regular performance appraisals and provide feedback and coaching to candidates
- · Conduct new candidate orientation and onboarding

Human Resources Trainer

CTC Training Resources Pvt Ltd | Srikakulam , India

Jun, 2008-Dec, 2010

- Develop training materials, including presentations, handouts, and exercises
- Deliver engaging and interactive training sessions on a variety of topics related to human resources
- Assess training needs and design training programs to meet those needs
- Evaluate the effectiveness of training programs and make improvements as needed
- Stay up-to-date on trends and developments in the field of human resources
- Conduct training sessions and workshops

Resource Faculty for Computers & Marketing.

TIME Pvt Ltd | Srikakulam , India

Mar, 2010-Dec, 2010

- Stay up-to-date on the latest computer and marketing technology trends
- Stay up-to-date on the latest digital marketing trends and best practices
- Analyze data from our marketing campaigns and make recommendations for improvement
- Develop and implement marketing plans
- · Advise and counsel students on academic and career matters
- Maintain student records
- Evaluate and grade student performance
- Plan and implement curriculum and instructional materials
- · Develop and teach courses in computers and marketing

Education

Master of Science

Acharya Nagarjuna University -CDE- ICT Division | Visakhapatnam , India $[{
m Jun},\, {
m 2019}]$

Post Graduate Diploma In Business Management [PGDBM]

 $\label{lem:ambedkar} \mbox{ Ambedkar Institute of Management Studies (AIMS)} \mid \mbox{ Visakhapatnam ,} \\ \mbox{ India}$

May, 2008

Bachelor of Science

Chaitanya E.S Degree and PG College | Srikakulam , India

Andhra University - Apr, 2006

Undergraduate in Science

Sri Vikas Junior College | Srikakulam , India

Mar, 2003

Secondary School Certificate

St. Thomas English School | Rourkela, India

Indian Certificate of Secondary Education - Mar, 2001

Certification

- V-Skills Certified Company Law Professional
- V-Skills Certified Neuro Linguistic Programming
- V-Skills Certified Compensation and Benefits Manager
- V-Skills Certified Business Writing Professional
- V-Skills Certified Train the Trainer
- V-Skills Certified Payroll Manager
- V-Skills Certified Logistics and Supply Chain Professional
- V-Skills Certified Service Quality Manager
- V-Skills Certified Multichannel Retail Professional
- Certified Six Sigma Green Belt for HR Professional from IACT.
- Certified Fundamentals of Human Resources from Alison.
- V-Skills Certified HR Staffing Manager
- Certificate Human Resource Training Bundle from EDUCBA

Accomplishments

- Taken part in FDP on Entrepreneurial Development conducted by ni-MSME, Hyderabad from 25th January 2016 to 6th February 2016.
- Attended One-day workshop on Trends in Auditing Practices on 30th December 2013 organized by the Dept. of Commerce and Management, Gayatri College of Science and Management, Munsabpeta, Srikakulam.
- Attended One-day workshop on Banking and Entrepreneurial Development on 10th December 2013, in association with Andhra Bank Institute of Rural Development, Srikakulam.
- Participated in District Level Youth Empowerment Seminar (District Level Youth Convention) organized by Nehru Yuva Kendra,
 Srikakulam on 6th November 2012.
- Taken part in One day FDP on New Age Management Teacher conducted by IIAM in collaboration with AIMS on 21st June 2012.

- Taken part in Inter B-School Seminar on Managing Brands The 21st Century Challengesheld on 17th March, 2007.
- Taken part in JanaGanaMana campaign on 15th August 2012 organized by NTV, Rachna Television Pvt. Ltd.
- Taken part in various blood donation campaigns and other social awareness programs like eye campaign, tree plantation campaign, road safety and traffic awarenessetc.
- Conducted Job-Smart Program on behalf of CfBT Education Resource Management Pvt. Ltd in GMRIT, Rajam (2012)
- Conducted Campus Drive in Gayatri College for PG Courses,
 Srikakulam on behalf-of Elina Informatics Hyd Pvt. Ltd.,
 Visakhapatnam (2008)
- Taken part in the Interview Program for a MNC Voice Process in a College (Sontyam) (2008)
- Conducted Orientation cum Awareness program for college students (Sontyam) on behalf-of a Consultancy, Visakhapatnam (2008)
- ConductedJob Mela (Thrice) conducted by the Employment Exchange (Visakhapatnam) as Potential Recruiter on Behalf-of BPOFOS,
 Visakhapatnam (2008)
- Done project on Recruitment Practices and Outsourcing in BPOFOS, Visakhapatnam (2008)
- Carried out survey for 30 days in Visakhapatnam on the topic Survey on Construction Workers (2007)
- Conducted Sponsorship Program for the Colleges (MBA) National Seminar and got excellent sponsors, and the program was a greatSuccess (2007)