



# BALAJI H K (M.A LITERATURE)

L&D MANAGER |  
VERBAL ABILITY & IELTS TRAINER

## CONTACT

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- 📍 Kurnool
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## SKILLS

- Proactive Go-Getter
- Exceptional Team Management
- Strong Scheduling and Budgeting Skills
- Proficient in Conflict Resolution and Management
- Meticulous in Documentation and Data Organisation
- Teacher's training
- Training the trainers
- Softskills
- Tesol
- Personality development
- Verbal ability

## LANGUAGES

- English
- Telugu
- Hindi
- Kannada

## PROFILE

An enthusiastic and results-driven professional, I possess a profound commitment to achieving excellence in Campus Recruitment Training. My unique communicative teaching approach has garnered recognition, acceptance, and appreciation. As a certified Master Trainer by the Scottish Qualifications Authority and Cambridge Lingua Skills, I have conducted engaging training modules for undergraduate and postgraduate students, offering interactive sessions and regular workshops. I am renowned for my dedication to enhancing students' career development by focusing on strengthening their life skills and communication abilities.

## WORK EXPERIENCE

- Currently serving as a Head of the Verbal ability department at G. Pullaiah Group of Engineering Colleges in Kurnool. I conceptualize, design, and develop customized training activities to meet the unique needs of students and management.
- Formerly worked as an L&D Professional and District Coordinator for Cambridge Launchpad Career Labs, collaborating with the Commissioner and Directorate of Municipal Administration, A.P.
- Accomplished content developer for the Municipal Department, Andhra Pradesh, responsible for e-learning, offline, and online learning materials.
- As a Program Manager, I organized, assessed, and implemented integrated communication skills training programs for teachers and Headmasters of Municipal Administration Schools.
- Freelance Trainer for various organizations and educational institutions, specializing in Soft Skills, Communicative English, and Verbal Communication

## HIGHLIGHTS

- Served as the Head of the Verbal Ability Department at G. Pullaiah College of Engineering and Ravindra College of Engineering for Women.
- Distinguished as a Master Trainer for the Cambridge Linguaskill Assessments Exam.
- Accomplished Master Trainer specializing in Verbal Ability and Soft Skills.
- Successfully trained over 300 trainers, both online and offline, for the Lingua Skills TOT program.
- Imparted knowledge to over 50,000 graduates, including 3,000 government teachers and Headmasters.
- Designed tailored content to enhance English language skills for municipal school students.
- Exercised the role of Academic Coordinator for C&DMA Schools in Andhra Pradesh.

## **AREAS OF EXPERTISE**

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- Proficient in Campus to Corporate Training Programs
- Accomplished in Corporate Training and Development
- Specialising in Training of Trainer (TOT) Programs
- Expertise in Faculty Development Programs
- Certified in Cambridge English Assessments
- Mentor for IELTS and Career Development
- Skilled in Curriculum and Training Module Development
- Adept in Soft Skills & Communicative English Training
- Proficient in Interview Skills
- Strong in Effective Communication
- Dedicated to Personality Development
- Expertise in Verbal Ability

## **BEHAVIORAL TRAITS**

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- Exceptional problem-solving skills and outstanding communication abilities.
- An enthusiastic and influential leader.
- Effective Team Player, known for quick learning and providing valuable support in resolving queries.
- Exceptional interpersonal skills.
- Strong commitment to learning from experiences and mistakes.
- Highly self-motivated and goal-oriented.

## **NETWORK OF COLLEGES WITH REPETITIVE TRAININGS :**

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- Vignan Deemed to be University, Vadlamudi.Guntur
- Annamacharya Institute of Technology and Sciences, Tirupati
- National College of Engineering & Technology, Kovilpatti, Tamilnadu
- Nitte Meenakshi College of Engineering & Technology, Bangalore
- Sharan Basava University, Karnataka
- K.L. Deemed to be University, Vijayawada, & KLH Hyd.
- Malla Reddy College of Engineering and Technology for women, hyd.
- Vijaya College of Engineering & Technology , Khammam
- Master Trainer for Cambridge lingua skills project TOMS -C&DMA, Kurnool & Anantapur districts
- Samuel George Institute of Engineering and Technology, Markapuram
- Mission for Eradication of Poverty in Municipal Areas (MEPMA), Kurnool, Anantapur
- Chaitanya Bharathi Institute of Technology & Science, Proddutur (Infosys)
- Sri Padmavathi Degree College for Women, Tirupati (Wipro)
- Sri Govindaraja Swamy College of Arts, Tirupati
- Sri Venkateswara College of Arts, Tirupati
- Vasavi Institute of Technology & Science, Tadepalligudem
- Khammam institute of technology and science, Khammam (Wipro)
- Swarna Bharathi Institute of Technology, Khammam
- Mittapalli Institute of Technology and Science, Guntur (Infosys)
- Chalapathi Institute of Technology, Guntur (Infosys and Wipro)
- Jayamukhi Institute of Technology and Science, Warangal
- KSRM Institute of Technology and Science, Kadapa
- Kavitha Memorial Degree College, Khammam
- DBS institute of technology, Kavali
- Urban Junior College, Hyderabad
- Malineni Lakshmaiah Engineering College, Singarayakonda
- Vaageswari College of Engineering, Karimnagar
- Malineni Lakshmaiah Women's Engineering College, Guntur
- Vaageswari College of Pharmacy, Karimnagar
- Alphores Educational Institutions, Karimnagar
- Krishnaveni Engineering College for Women, Narasaraopet
- Kodad institute of technology and science for Women, Kodad
- S.N. Vidya Bhavan, Chentrappinni, Guruvayur, Kerala.
- St. Vincent I.C.S.E School, Kollam, Kerala.
- Galaxy Eng. Med. High school, Ottapalam, Palakkad

## **SPECIAL QUALIFICATIONS**

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- Achieved C2 level in SQA Assessment and successfully completed the Train the Trainer course conducted by the University of Scotland.
- Attained C2 level in Cambridge Lingua skill certification