

RICHA CHAWL

Speaker/Mentor/Coach

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Objective

Seeking a career in the education sector where I would be able to make the best use of my expertise in Soft Skills by adding value to the organization and my own professional growth.

Education

- *MBA HR*
- *MCom*
- *BCom*
- *BEd*
- *Diploma in Software Engineering*

Certified Trainer – British Council, Macmillan, TGELF (The Global Education & Leadership Foundation), MS Talks India

TTT (Train the Trainer)- HMIL (Hero Mind Mine Ltd), NIIT, Arvind Lifestyle Brand Ltd

Awards & Achievements

- *Distinguished Toastmaster by Toastmasters International*
- *Empanelled Soft Skills Trainer- ICAI- Institute of Chartered Accountants of India*
- *Leadership Excellence by Toastmasters International*
- *Advanced Communicator Gold by Toastmasters International*
- *Advanced Leadership Silver by Toastmasters International*
- *Dynamic Leadership – Pathways Toastmasters International*
- *Mentor of Indian Institute of Technology, Roorkee Toastmasters Club*
- *Letter of Appreciation by Institute of Chartered Accountants of India*
- *Letter of Appreciation by Excelsior American School Gurgaon*
- *Letter of Appreciation by Army Public School*
- *Letter of Appreciation by Max Merry School*
- *Letter of Appreciation by Institute of Cooperative Management*
- *Awarded by WIC India for being the Moderator*
- *Interviewed by All India Radio 100.5*
- *Certified by Institute of Transactional Analysis, Kochi*
- *Featured in Toastmasters International Magazine- Oration 2018, Himachal Times, "Amar Ujala", Garhwal Post, Dehradun Classified, Youth Ki Awaaz, Women Entrepreneur*
- *Acted in an advertisement for IPL-Reliance Jio Advertisement 2017*

“Give Your Best and Forget the Rest”

- Winner of Table Topic Toastmasters International Speech Contest 2017
- Presented a paper “ Impact of Soft Skills in Healthcare System”at the 11th International Conference on Healthcare Management and Global Business Issues at IMS Unison University(2nd-3rd January-2018)
- Presented a paper “ Happiness at Workplace “ at International Conclave at Graphic Era University by Indian Society for Training & Development (9th-10th August 2019)
- Presented a paper “ How to Create a WOW as a Leader “ at International Conference (INCONSYM 2020) at Symbiosis Centre for Management Studies , Noida (21st -22nd February 2020)

Working Experience

13th July 2013– Till date

Soft Skills / Personality Development Trainer (Freelance)

- Conducted Soft Skills/Personality Development/ Campus to Corporate/Employee Engagement/Behavioural/ Motivational Workshops/ Faculty Development
- Schools/Universities/Corporate/Hospitals
- Mock Interviews with Feedback/ Mentoring/Career Counselling/ Life Skills
- **Chitkara University Chandigarh**- Pharma D, M Pharma, BTech IT
- **Shivalik Ganges Public School**- Faculty Development Program- Feb 2023
- **RSV Group of Schools Bikaner**- Motivational Talk Feb 2023
- **Chaitanya Hospital**- Soft Skills Training Feb 2023
- **Dehradun Institute of Technology University**- MBA 2021-2023 Corporate Grooming
- **Ecole Globale International Girls School**- Workshop on Public Speaking- July 2022
- **Ecole Globale International Girls School** – Workshop on Grooming and Communication - HR and Admission Department- July 2022
- **University of Petroleum & Energy Studies**- Resume Building 2021-22
- **DXC Technologies (NIIT)** – Campus to Corporate
- **Institute of Chartered Accountants of India**- Orientation, MCS
- **Online Workshops**- “Your Turn “for 8-12 years with Mr Philip Michael Burrett- Former Deputy Headmaster- Doon School Dehradun
- **Suresh Gyan Vihar Jaipur University** - Pre -Placement Talk
- **Gargi College**- Workshop on Interview Skills
- **Toyota Safety Education** – Road Safety Coach
- **Shemrock Junior**- Personality Development Faculty
- **Max Group of Schools** Faculty Development Program
- **Shree Cement, Havells, Genpact, Airtel, M3M, Bajaj, Oil and Natural Gas Corporation Limited, Institute of Chartered Accountants of India, Chitkara University, Dehradun Institute of Technology, Institute of Management Studies, Lovely Professional University, Sikkim Manipal Institute of Technology, Tulas Institute, Army Public School, Tyota, Excelsior American School, US Polo, Arrow,**

“Give Your Best and Forget the Rest”

Levi, Flying Machine, Fab India, Rotary International, Jumpstart Co Working Hub, Vidya Knowledge Park, GLA University, Roorkee Institute of Technology, Graphic Era University, John Martin School, Purukul Youth Development School, St Froebel Senior Secondary School, Vidya Bharti School, Delhi Technological University, IIT Delhi, SD Public School, Manvi Public School, St Marks Girls Senior Secondary School, Indraprastha World School, N.K.Bagrodia Public School, Gargi College, JIMS, KPMG, Macmillian, British Council, Doon Paramedical, Shivalik College, Max Group of Schools, Mother Divine School, Institute of Cooperative Management, MS Talks India- Soft Skills Training Workshops

11th June 2012– 10th June 2013 Assistant Soft Skills Trainer

University of Petroleum & Energy Studies, Bidholi

- *Modules Trained on -Communication Skills, Spoken English, Business Etiquette and Grooming, Personality Development, Motivation, Attitude, Time Management, Presentation Skills, Interview Skills & Resume Writing, Group Discussion etc.*
- *Delivered Training sessions to the students of Management, Engineering and Law Course*
- *Assisted in Debates and Events*
- *Detailed Feedback for the students to enhance communication skills*
- *Organized PEP and PSI- First Year and Final Year Students*
- *Conducted Mock Interviews*
- *Management Development Program and Team Building Activities*
- *Faculty Development Program for Engineering Department*
- *Assisted in IGNITE, International Conference MAGIC*

12th June 09 – 9th May 2012 Associate Trainer

Hero Mind Mine Institute Ltd, Gurgaon

- *Received **Letter of appreciation** and got appraisal from the President, HMIL within 6 months of joining.*
- *Trained in schools/colleges/ institutes for: - Communication Skills, Spoken English, Business Etiquette and Grooming, Personality Development, Interview Skills & Resume Writing, Computing Skills, Group Discussion etc.*
- *Designed customized training modules as per the client requirements.*
- *Effective use of Audio-Visual aids during presentations.*
- *Customized Feedback and reporting*

“Give Your Best and Forget the Rest”

1st July 07- 1st July 2009

Computer /Economics Teacher

Shigally Hills International (Boarding School for Girls)

- *Classes from II to X (ICSE Board)*
- *Class IX, X and XI of IGCSE-Cambridge Board AS Level*
- *CIE Accredited for IGCSE Computer Studies coursework*
- *Class teacher / House Mistress*
- *Designed the News Letter*

1st April 05- 12th March 2007

Computer Teacher

Him Jyoti School Dehradun

- *Taught Classes V to IX*
- *Activity/Assembly Incharge*
- *Samvedna Project Coordinator*
- *Entrance Examination Coordinator for Dehradun, Champawat and Nanital*

Contractual Appointments/Computer Instructor / Kendriya Vidyalaya

1st April 2004-16th Nov 2004- Kendriya Vidyalaya Birpur Dehradun

1st April 2003- 27th Feb 2004 Kendriya Vidyalaya ONGC Dehradun

3rd Jan 2000- 30th April 2001 Kendriya Vidyalaya ONGC Dehradun

- *Classes II To XII*
- *In charge of the Computer Lab*
- *Appointed as Internal Examiner for Class X CBSE*
- *Coordinator for Extra-Curricular activities*

3rd June 2002 – 3rd December 2002 Faculty cum Centre Head
Uttaranchal Polytechnic Dehradun

- *Assisted Centre Head*
- *Conducted Career Guidance/PD Classes*

17th September 2001-31st May 2002 Computer Faculty (Contractual)
ONGC Mahila Polytechnic Dehradun

- *DOEACC / CCC Batch (sponsored by CDO)*
- *Handled Executive Training of ONGC Employees*

1st October 2001- 21st December 2001 Computer Teacher
(Leave Vacancy)
Convent of Jesus & Mary Dehradun

- *Classes I to X (ICSE)*
- *Computer Lab In charge*
- *Coordinator for Extra-Curricular activities*

1st February 2000 -31st March 2005 Centre Manager
Sehar Computer Dehradun

- *Taught different age groups- students, teachers, Professionals*
- *Taught MS Office, PC LOGO, C, C++, Oracle, Windows, MS Office, Internet Basics, BASIC*
- *Managed a team of 3*
- *Admissions & Career Counselling*
- *Faculty Development Program- Welhams Boys School*

20th October 1997- 20th January 2000

Computer Faculty

BITS Dehradun

- Taught different age groups- students, teachers, ONGC employees, Welhams School Staff
- Taught MS Office, PC LOGO, C, C++, Oracle, Windows, MS Office, Internet Basics, BASIC

1st May 1997- 18th October 1997 Faculty Cum Counsellor

Zed Point Dehradun

- Taught different age groups- students, teachers, ONGC Officers
- Taught MS Office, PC LOGO, Windows, MS Office, Internet Basics, BASIC

Workshops Attended

- Attended Seminar by DELL “Simply IT”
- Workshop on Inclusion by Rapheal
- Workshop by ACT Bangalore “Multiple Intelligence”
- Presentation on Mind Mapping by Sangeeta Aggrawal
- Presentation on Creativity in Teaching by Tanu Nayal
- Workshop by TGELF
- Workshop by Ratna Sagar on Communicative English Language Teaching
- Soft skills training (Training of Trainers) by HeroMindMine Limited Gurgaon
- Touch base with Six Sigma / Lean / Quality Tools by Fillerz Academy of Certification
- Retail Train the Trainer– Arvind Lifestyle Brand Ltd
- Train the Trainer –Spoken English - British Council and Macmillian
- Train the Mentor- Mindlogs Psychological Services by Dr Sakshi Mehrotra
- Impactful Research – Symbiosis Institute of Management Studies
- 20th February 2020 by Prof. (Dr.) Nicholas Theodorakopoulos
- Faculty Development Program – ICAI 27th May- 29th May 2021
- Creating a Podcast- Punitha Pongal- 18th Feb 2023
- Faculty Development Program – ICAI 26-27th Nov 2023
- Workshop- Career Enhancement- TM- 5th March 2023

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Date