

CURRICULUM VITAE

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Objective:

I aim to leverage my skills and abilities in alignment with the organizational objectives, while continuously enhancing my professional competencies to contribute to the fulfillment of the organization's mission and goals.

Professional Skills:

- Demonstrated proficiency in effectively leading and managing teams with a pragmatic mindset, alongside a steadfast dedication to responsibilities.
- Possess exceptional interpersonal and communication skills.
- Capable of interpreting and utilizing knowledge with precision.
- Adaptable to changes within the organization with seamless ease.
- Demonstrated the ability to prioritize tasks and execute them methodically.
- Established track record of managing multiple assignments simultaneously while adhering to deadlines.
- Diligent attention to detail and dedication to fostering a positive work environment.
- Actively engaged and productive, collaborating altruistically to propel the organization's objectives and vision.

Total Work Experience: 15 years

Training Manager/Content Writer/Editor/Proofreader/Pedagogue/Reviewer/Content Lead

1. Crafted content for diverse clientele spanning Kuwait, Saudi Arabia, and South Africa, encompassing Ph.D. theses, transcripts, and assistance with book writing.
2. Expertise in resume writing to effectively showcase professional accomplishments and skills.
3. Proficient in producing engaging content for newsletters, calendars, and social media posts within educational settings.
4. Contributed articles to prominent platforms including AOL.com, Huffington Post, and Patch.com.
5. Developed clear and impactful communication messages for team members via WhatsApp and email platforms.

Manager-Training and Operations Team-Reviewer (2022-Present) PhysicsWallah

- Spearheaded comprehensive training sessions for team members, encompassing soft skills, presentation techniques, and specialized domain knowledge, alongside effective communication strategies.
- Conducted thorough training needs assessments within the organization, leveraging surveys and stakeholder consultations to identify key areas for development.
- Formulated, executed, and refined live and virtual training programs and materials tailored to organizational objectives, ensuring seamless integration.
- Produced and curated training materials, presentations, manuals, and multimedia content to support training initiatives.
- Provided leadership and oversight to a team of trainers, coordinators, and administrative personnel involved in training endeavors.
- Evaluated the effectiveness of training programs through robust evaluation mechanisms, feedback channels, and performance metrics, iteratively optimizing content and delivery methods as

necessary.

- Proficiently proofread kit components (RM, WB, and LP) in adherence to guidelines and linguistic standards.
- Investigated and provided enhanced solutions for resolving grammatical inconsistencies within statements.
- Ensured the age-appropriateness of content, recommending modifications to titles and chapter names as necessary.
- Led a team of Subject Matter Experts (SMEs), overseeing end-to-end content creation and conducting comprehensive reviews.
- Established and enforced language style standards, meticulously addressing spelling and grammatical errors.
- Assisted participants in making informed sentence-level judgments and facilitating document revisions.
- Supported team members in identifying potential instances of plagiarism.
- Conducted thorough proofreading of documents, emphasizing grammar, punctuation, and spelling accuracy.
- Provided constructive criticism and comprehensive feedback to team members, fostering continuous improvement.
- Randomly reviewed kits signed by team members to ensure error-free documentation.
- Conducted one-on-one discussions to address individual team members' concerns.
- Researched and documented terminology for team utilization and quality assurance purposes.
- Maintained meticulous records of team members' daily activities, ensuring accuracy and completeness.
- Assisted team members in resolving language-related challenges and inquiries.
- Conducted regular quality assurance inspections to uphold standards.
- Coordinated meetings with various stakeholders involved in the proofreading process.
- Assigned team members tasks based on their abilities for read-aloud and proofreading activities.
- Coordinated with Subject Matter Experts (SMEs) for read-aloud sessions and pedagogues for proofreading tasks.
- Provided guidance during read-aloud sessions and proofreading activities, aiding team members in pronunciation and reading techniques.
- Demonstrated ability to prioritize language concerns and discern between essential corrections and optional improvements.
- Assisted team members in enhancing grammar skills, expanding vocabulary, and crafting accurate and appropriate phrases.
- Identified and utilized team members' talents and competencies effectively.
- Cultivated positive team relationships by fostering knowledge sharing, promoting ethical practices, and encouraging mutual understanding during meetings.

Associate Training Manager-Curriculum Excellence Team (1st July 2022) ***PhysicsWallah***

- Developing training modules to enhance the capabilities of Small and Medium Enterprises (SMEs).
- Creating training schedules, assessments, and corresponding answer keys.
- Aligning training feedback with conducted sessions to ensure continuous improvement.
- Maintaining up-to-date online training needs analysis.
- Coordinating training sessions with subject matter experts and ensuring timely delivery.
- Publishing training calendars in advance and executing programs according to plan.
- Collaborating with various departments to design training modules.
- Facilitating training coordination with subject matter experts.

- Updating and analyzing training feedback.
 - Conducting employee evaluations to identify areas for improvement.
 - Identifying training needs based on thorough research.
 - Planning and executing training programs to prepare employees for career advancement.
 - Developing quarterly and annual training schedules.
 - Motivating and encouraging employees to participate in training opportunities.
 - Monitoring employee attendance and performance.
 - Tracking employee progress and success.
 - Communicating training programs promptly and effectively.
 - Delivering training courses as needed.
 - Implementing training Key Performance Indicators (KPIs).
 - Preparing and presenting reports on training program effectiveness.
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Assistant Manager Training- Sales /Communication (22nd March 2022- Present)
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- Designing training modules aimed at enhancing the skills of SMEs.
 - Crafting training schedules, assessments, and associated answer keys.
 - Aligning training feedback with conducted sessions for continual improvement.
 - Updating online training needs analysis regularly.
 - Coordinating training sessions with subject matter experts, ensuring punctual delivery.
 - Publishing training calendars in advance and executing programs as scheduled.
 - Collaborating with departmental teams to develop training modules.
 - Facilitating training coordination with subject matter experts.
 - Monitoring and analyzing training feedback.
 - Conducting employee evaluations to pinpoint areas of improvement.
 - Identifying training needs through thorough research.
 - Planning and implementing training programs to foster career advancement.
 - Developing quarterly and annual training agendas.
 - Encouraging and motivating employee participation in training initiatives.
 - Supervising employee attendance and performance.
 - Tracking employee progress and achievements.
 - Timely communication of training programs.
 - Delivering training sessions as required.
 - Implementing training Key Performance Indicators (KPIs).
 - Generating and presenting reports on training program efficacy.
 - Facilitated individual and team performance review sessions to assess strengths and areas for improvement.
 - Collected feedback from trainees and managers regarding training courses.
 - Developed customized training plans for salespersons who demonstrated underperformance.
 - Executed training certification programs and administered assessments upon completion of the New Hire Training Program.
 - Collaborated as a team player to support various training initiatives aligned with immediate business requirements.
 - Liaised with sales managers to identify and address training needs within the assigned business unit.
 - Assisted in identifying and addressing employee and organizational development needs.
 - Contributed to needs assessments, the design, development, and delivery of tailored training programs for both individual and corporate requirements.
 - Evaluated the effectiveness of training initiatives to ensure a measurable return on investment.
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Teacher Trainer at Udayy (19th June 2021- 21 November 2021)

- Creating, proofreading, and editing educational modules and documents.
 - Conducting teacher training sessions to enhance facilitation skills and promote teaching excellence.
 - Adapting and developing teacher training materials as needed.
 - Monitoring and evaluating teachers' progress across various parameters.
 - Providing ongoing support to teachers through classroom observations and feedback sessions.
 - Assessing teacher quality and effectiveness.
 - Developing innovative strategies and plans to enhance the learning experience.
 - Supervising classroom activities and documenting observations for school administrators and stakeholders.
 - Offering feedback, guidance, and individualized training sessions for teachers.
 - Observing lessons to identify strengths and areas for improvement among teachers.
 - Collaborating with teachers and staff to enhance curricula, lesson plans, assessments, and classroom management techniques.
 - Conducting follow-up assessments to measure progress after teachers have completed their training.
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Freelance Trainer/ Quality Assessor at Flipkart (March 29- April 29, 2020)

- Conduct English language support sessions for employees.
 - Administer English language proficiency tests for candidates.
 - Interview and evaluate candidates' language abilities.
 - Interact with candidates to improve their communication skills.
 - Evaluate candidates based on specific criteria.
 - Organize and execute internal quality audits.
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Teacher Trainer for Mastree (7th December 2020- 8th March 2020)

- Crafting, proofreading, and editing instructional modules.
 - Conducting teacher training sessions aimed at improving facilitation skills and maximizing teaching effectiveness.
 - Customizing and developing educational resources for teacher training initiatives.
 - Assessing teacher performance using a range of metrics.
 - Providing continuous support to educators through classroom observations and feedback sessions.
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Corporate trainer for 24/7.ai (Dec 9, 2018- Dec 9, 2020)

- Equipping candidates with essential skills for successful employment within organizations.
- Enhancing trainees' interpersonal skills and comprehension of Corporate Social Responsibility (CSR) principles.
- Addressing the individual needs and preferences of CSR trainees through tailored training approaches.
- Providing instruction in language proficiency and effective customer interaction techniques.

- Coaching candidates to excel in live customer service chats and adhere to basic call structures, focusing on comprehension, listening, reading, and speaking abilities.
 - Conducting audits of customer calls and emails to ensure quality standards.
 - Developing training modules for sales executives in collaboration with subject matter experts.
 - Designing and implementing training programs, fostering engagement, and achieving learning objectives.
 - Soliciting feedback on completed training sessions to assess effectiveness and implement improvements as necessary.
 - Maintaining a comprehensive database of training materials for reference and future use.
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***English faculty and School Coordinator for Deeksha Academy for Learning
(Grades 8-10)***

- Crafting lesson plans, assessments, and assignments, along with grading papers and facilitating class discussions, to ensure comprehensive learning experiences.
 - Assessing student progress and collaborating with colleagues and parents when necessary to support student development.
 - Conducting individual conferences with students to provide personalized guidance and maintain academic progress.
 - Designing coursework and educational activities to foster a well-rounded curriculum.
 - Supervising the creation of teaching materials and providing guidance to teaching staff.
 - Mentoring new educators to cultivate effective instructional practices and techniques.
 - Introducing and facilitating adherence to new policies and technologies among teaching staff.
 - Reviewing and proofreading examination papers and academic articles to maintain quality standards.
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Teacher at Iqra International School, Bangalore (May 2016 – April 2017)

- Cultivating student confidence and comfort in public speaking scenarios.
- Delivering compelling speeches and classroom presentations.
- Addressing a range of topics with proficiency.
- Organizing and articulating thoughts effectively.
- Coaching students to minimize fillers and pauses in their speech.
- Providing guidance on utilizing rich vocabulary and expressions.
- Boosting self-esteem and communication skills.
- Contributing to educational improvement and utilizing the influence of speech for positive change.

Public Speaking Trainer at Orchids International School, Bangalore.

- Fostering student confidence and ease in public speaking situations.
 - Delivering impactful speeches and presentations in the classroom.
 - Addressing diverse topics with clarity and poise.
 - Structuring and refining thoughts for effective communication.
 - Providing guidance on minimizing fillers and pauses during speech delivery.
 - Assisting students in enhancing their vocabulary and utilizing articulate phrases.
 - Enhancing self-esteem and communication abilities.
 - Contributing to educational advancement and leveraging the power of speech for positive impact.
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Coordinator and Teacher at Wisdom Kids School, Panvel (1st April 2015 -30th January 2016)

- Orchestrating activities across all classes to ensure smooth coordination.
 - Delivering phonics training to students to enhance their literacy skills.
 - Cultivating an engaging and enjoyable learning atmosphere for children.
 - Offering mentorship, supervision, and professional guidance to educators.
 - Conducting regular observations of teaching practices.
 - Assisting teachers with projects, instructional techniques, and teaching resources.
 - Collaborating with the Head of School to enhance teaching and learning standards.
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Teacher at Mahatma Education Society, New Panvel (4th June 2014 – March 2015)

- Engaging proactively with students and offering tutoring sessions before and after school hours.
 - Collaborating with students to develop classroom rules and expectations.
 - Implementing positive reinforcement strategies and delivering constructive feedback promptly.
 - Establishing effective classroom procedures to manage daily operations and address student requirements.
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Teacher at St. Thomas Academy (4th June 2013-June 2014)

- Instructed children in foundational conversational skills.
 - Employed diverse teaching methodologies to enhance learning outcomes.
 - Facilitated vocabulary expansion and guided reading sessions with storybooks.
 - Integrated practical grammar application into daily instruction and encouraged creative writing exploration.
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Additional Professional Engagements:

- Established and managed Speakup Kidz, an English Academy catering to children with weekend classes.
 - Implemented an effective curriculum focusing on phonics by elucidating the relationship between letters and sounds.
 - Employed interactive activities such as picture and word sorts, blending, and segmenting exercises to reinforce phonics concepts.
 - Provided instruction on fundamental aspects of grammar while incorporating storytelling sessions centered around short vowel words and sight words.
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Educational Qualification:

- Certified Learning and Development Manager with extensive expertise in human resources and organizational development.
 - Postgraduate Diploma in Business Administration (PGDBA) specializing in Human Resources from Welingkar Institute of Management.
 - Diploma in Human Resource Management (DHRM) from Welingkar Institute of Management, demonstrating a commitment to professional development in HR.
 - Bachelor of Arts with Majors in Sociology and Anthropology from St. Xavier's College, CST, Mumbai, providing a strong foundation in social sciences.
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Engagement and Involvement:

- Active member of the Social Service League (SSL) at Xavier's College, CST Mumbai, contributing to various community service initiatives.
 - Engaged member of the Greenpeace Organization (NGO), demonstrating commitment to environmental conservation efforts.
 - Participated in social activities organized by Xavier's College, including tree plantation drives and beach clean-up campaigns.
 - Contributed to cultural enrichment as a member of Malhar, the Fine Arts segment of Xavier's College Fest, and as a member of AICUF (All India Catholic University Federation).
 - Collaborated with RTI (Right to Information) initiatives during a project undertaken with SSL, focusing on civil rights advocacy.
 - Produced documentaries for academic projects in Sociology and Anthropology, showcasing skills in research and multimedia production.
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Strengths:

- Efficient time management skills
- Adaptive and eager learner
- Dedicated and organized professional

Hobbies:

- Drawing, Painting, Reading, Writing,
- Exploring places

Languages:

Proficient in Hindi, English, and Marathi

Personal Details

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