

# SEEMA NAYAL

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## PROFESSIONAL SUMMARY

Passionate and results-driven Life Skills Trainer with 5+ years of experience in youth mentoring, counseling, and candidate mobilization. Adept at delivering engaging sessions to enhance communication and employability, guiding trainees from enrollment to successful placement. Proficient in MIS reporting, office administration, and employer collaboration to drive career growth for candidates.

## CORE SKILLS & INTERESTS

- Life Skills & Soft Skills Training
- Communication & Interpersonal Skills
- Youth Career Development & Employability
- Training Need Analysis & Facilitation (Classroom & Online)
- Team Leadership & Coordination
- MIS Reporting & Data Management
- Office Administration & Documentation
- Employer Engagement & Placement Drive Management
- Hobbies/Interests: Singing, Cooking

## PROFESSIONAL EXPERIENCE

### Magic Bus India Foundation - Lucknow, India

Senior Training Officer | Sept 2023 - Present

- Conducted training sessions on communication, personality development, and career skills.
- Mentored youth to improve employability and professional growth.
- Organized placement drives and connected candidates with employers.
- Delivered seminars in colleges to raise awareness about training programs.
- Maintained accurate placement records and candidate data on organizational portals.
- Provided career counseling and guidance to enhance candidate employability.
- Built and maintained strong relationships with employers for recruitment opportunities.

### Ambuja Cement Foundation - Lucknow, India

Soft Skills Trainer | Sept 2022 - Sept 2023

- Delivered soft skills training to enhance youth employability.
- Conducted workshops on workplace etiquette and career readiness.
- Organized placement drives and connected with employers.

### Apollo Medskills Limited (DDU-GKY Project) - Lucknow, India

English & Soft Skills Trainer | Oct 2021 - Sept 2022

- Provided English language and communication training.
- Prepared students for interviews and workplace integration.

- Maintained MIS reports and enrolled candidates on the NSDC portal.
- Conducted job fairs and placement drives in coordination with employers.
- Provided counseling and career guidance for candidates.
- Mobilized youth and organized seminars in colleges to promote programs.

### **Insignia - Lucknow, India**

Office Executive (Back Office) | Jan 2021 - June 2021

- Handled back-office operations and administrative tasks.
- Maintained records and coordinated with internal teams.

### **EDUCATION**

- MSW (Master of Social Work) - Pursuing
- B.Ed (Bachelor of Education) - Lucknow University, 2024
- M.Com (Master of Commerce) - Kanpur University, 2016
- B.Com (Bachelor of Commerce) - Lucknow University, 2014
- Diploma in Financial Accounting - ISHEE, Lucknow, 2012
- 12th (Intermediate) - UP Board, 2011
- 10th (High School) - UP Board, 2009

### **ADDITIONAL INFORMATION**

- Languages: English, Hindi
- Marital Status: Married
- Location Preference: Open to relocation across India