

SOMA PAL

Mobile : +91 8722699100 / 8971011339

Email Id : palsoma@outlook.com / somapal@gmail.com



: +91 8722699100

ABOUT ME

Knowledgeable Soft Skills Trainer having a sound understanding of needed traits for workplace success and a strong ability to train employees in improving those characteristics. Has extensive experience with making presentations, giving assessments, and identifying soft skills training needs.

Also an experienced classroom practitioner possessing excellent classroom management skills, enthusiasm and dedication. Developing and fostering the appropriate skills and social abilities to enable the optimum development of children according to age, ability and aptitude. Can quickly adapt into a classroom environment, and online platform . Have an excellent knowledge of the CBSE Curriculum.

CAREER OBJECTIVE

Seeking the position of a soft skill trainer in the organization that will give me the opportunity to utilize my skill set for the progress of the organization.

EDUCATIONAL DETAILS

- Udemy Soft skills Certification and Train the Trainer certification.
- Post Graduate in Teacher's training from CCIMS, Bangalore.
- Diploma in Multimedia from Arena Multimedia.
- Master of Science in Genetics (M.Sc.) from Mumbai University with 1st class.
- Bachelor of Science in Botany (B.Sc.) from Mumbai University with 1st class.
- HSC from Mumbai State board with 2nd class.
- SSC from Mumbai State board with 1st class.

EXPERIENCE

Organization : Iprimed Educational Solutions Pvt. Ltd. from 7th March 2022 to till date.

Designation : Facilitator - Soft skill trainer

Profile :

- Responsible for the new interns of top MNCs (Client - Harman , Prodapt Digital).
- Training them with the proper communication and soft skills.
- Language training them for an effective presentation.
- Guiding them through their projects.

- Holding group discussions and role play.
- Regular assessments taken for language and presentation skills.
- Responsible for providing them with proper writing assignments and giving feedbacks for the same.

Organization : Dreammithra Pvt. Ltd. from 1st March 2021 to 12th April 2022.

Designation : Content writer and English Tutor

Profile :

- Taking online Live sessions in YOUTUBE for class 1 English and Class 4 EVS.
- Responsible for writing scripts and presenting the academic videos.
- Writing concept scripts after thorough research on the topics given.
- Working on Study materials of various subjects like Social Science, English, EVS .
- Responsible for carrying out induction session for the new joiners.
- Reviewing the scripts written by other writers .

Organization : Iprimed from January 2021 to March 2021.

Designation : Freelance - Soft skill enhancer/Language trainer

Profile :

- 10 weeks online training program.
- Responsible for the new interns of Cognizant (Client).
- Training them with the communication skills.
- Correcting their language in speaking and writing.
- Guiding them to perform well in their projects.
- Holding group discussions and role play.
- Regular assessments taken for English grammar.
- Responsible for providing them with proper writing assignments and giving feedbacks for the same.

Organization : KARVE Education from June 2019 to February 2021.

Designation : Pre Primary Teacher for UKG.

Profile :

- Responsible for handling a class of 20 students of age group 4-6 years.
- Teaching them basics like shape, colour, counting etc.
- Teaching about basics of regular life eating, talking, and behaviour.

- Conducting small games in the class.
- Conducting group activities.
- Responsible for their physical and mental development.
- Coordinating with the parents and updating about their child's development and performance.
- Maintaining the complete records of students.
- Teaching them about natural things, names of animals, flowers, fruits and vegetables.
- Conducting small tests monthly for checking their development and grasping status.
- As per performance giving more attention to weak children.
- Preparing lesson plan yearly and chapter-wise of the subjects.
- Presently taking online sessions for the children to ensure constant learning.

Organization : KARVE Education from June 2019 to February 2021.

Designation : Primary Teacher for Grade 1 (EVS , English) , Grade 2 (English)

Profile :

- Responsible for handling a class of 15 students of age group 6-7 years.
- Conducting group activities.
- Coordinating with the parents and updating about their child's development and performance.
- Conducting monthly assessment for checking their development and grasping status.
- As per performance giving more attention to weak children.
- Preparing lesson plan yearly and chapter-wise of the subjects.
- Preparing question papers for assessments.
- Presently taking online sessions for the children to ensure constant learning.

Organization : Delhi Public School Ecity from October 2016 to March 2017.

Designation : Primary Teacher

Profile :

- Responsible for handling classes of 30 students of age group 6-8 years.
- Manage student behaviour in the classroom by establishing and enforcing rules and procedures.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- Teaching the concept of Addition and Subtraction, Greater than and Smaller than, Introduction to Multiplication.
- Taking Parent-teacher meetings to report the growth and progress of children.

SKILLS

- Strong knowledge of soft skills affecting the overall functioning of various industries.
- Good knowledge of assessment and training skills.
- Good verbal and written communication skills.
- Good interpersonal abilities.
- In-depth knowledge of preparing presentation .
- Sound knowledge of appropriate soft skills.
- Excellent ability to help workers in many industries improve upon skills.
- Able to incorporate fun games and interactive activities into lessons.
- Knowledge on how to establish good relationships with children.
- Excellent communication and ability to mix with children effortlessly.
- Ability to create an effective teaching method for the children.
- Ability to handle the behaviour of children of 5 to 10 years and research skills.
- Ability to motivate the children, so that they will consider themselves a special personality.
- Capability to cope up with the individuals and problem solving attitude.
- Ability to communicate with parents and good organizational skills.

AWARDS AND ACHIEVEMENTS

- Participated in various Sports Events in my School.
- Participated in Cultural Activities in my College.

INTERESTS

- Volunteer Work/Community Involvement
- Art
- Music
- Photography
- Interactions with various age groups
- Watching movies
- Fashion

STRENGTHS

- Excellent Verbal and Communication skills
- Honest
- Kind
- Confident

PERSONAL INFORMATION

Date of Birth : 01/03/1977

Languages known : English, Hindi, Bengali, Marathi.

Address

: Pragna Uptown Flat no R007, Neeladri Road, Electronic City Phase 1.
Bangalore - 560100, Karnataka.