

# JANESHA SHARMA

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*Currently in search of new roles, that will draw upon expertise in soft skills, administration, customer service, liaison and resource planning that will provide opportunities for further growth and development.*

## SKILL SET

- Training, Planning and Development
- Communication/Soft Skills Expert
- Teaching
- Liaison & Negotiation
- Quality and Compliance
- Process Improvement
- Problem Solving
- Resource Optimization
- Quality Management
- Time-Management Expertise

## EDUCATION

### Software Engineering Technician (Fast track)

January 2021- August 2021

**Pursuing** Centennial College, Canada

### B.Tech – Computer Science & Engineering | 2018

**88%** DAVIET, Jalandhar

### Higher Secondary (Non- Medical) | 2014

**92%** Innocent Hearts School, Jalandhar

### Senior Secondary | 2012

**95%** Innocent Hearts School, Jalandhar

## AWARDS

**Star Performer (March-April 2019):** Awarded as the star performer in the month of March for the best contribution in the department, Lovely Professional University.

## SKILLS & CERTIFICATIONS

- IELTS (8 bands)
- Business Communication Skills, Infosys, LPU
- Pedagogy and training management
- Creativity Bootcamp
- Evaluation and Parameter setting
- MS Office (Word, Excel, PowerPoint)

## PROFILE SUMMARY

- Extensive exposure in managing, coordinating, teaching and training with efficient team coordination aptitude.
- Finesse in teaching verbal, written and spoken English with personality development and industry based soft skills.
- Capability to integrally carry out high end events and managing a crowd of thousand while effectively delivering sessions.

## EXPERIENCE

### Soft Skills Trainer/Assistant Professor

**Lovely Professional University,  
Phagwara**

July 2018 – October 2020

- Implementing and executing training programs for students from different domains such as MBA, B.Tech, BSc, BBA, and B.Com on soft skills/communication skills including overall Personality Development, Group Discussion, Resume Writing, Interview, Body Language, Power Dressing, Interpersonal Skills, Professionalism, Presentation Skills, Time-Management, Anger-Management, Leadership Skills and Teamwork.
- Course Coordinator for a course to review effectiveness of syllabi, evaluation parameters to be taught and judged in different domains.
- Conducting evaluation of students and maintaining records and documents in order to keep track of daily progress.
- Managing and operating student clubs with a variety of activities/events on conflict resolution, team building and etiquette on daily basis to overcome the traditional learning approach.
- Planning, organizing and executing many events with hundreds of participants across the University campus to help students in developing the skills required to be a professional.

### Acting Supervisor/ Assistant Supervisor/Invigilator (Freelance)

**British Council**

May 2015 – December 2020

- Managing, Supervising, administering the test day activities that includes reporting, documentation, interaction with candidates, examiners, delegating tasks among the team members, announcements and ensuring the proper conduct of the test.
- Handling the information systems, digital and office technology and proficient in IAM software, operating cameras, exporting and importing data, managing documents and writing reports related to them.
- Experienced in conducting IELTS, UKVI and Life Skills test.

### IELTS Trainer

**Plan Educatiaon, Jalandhar**

January 2018 – June 2018

- Comprehending the needs of students based on their intellectual capability in order to train them to be confident in verbal as well as written English.
- Enhancing the communication skills of students by teaching necessary topics along with confidence building.
- IELTS training including all modules for Academic and General Training.

## POSITION OF RESPONSIBILITIES

### Communication and Admission officer – Lovely Professional University |

May'20 –Nov'20

- Acted as a key liaison between prospective students and the organization by handling calls, emails and resources for admission filing, queries and career counseling including proper documentation, report, decision making and resource management.

### Admission Counselor – Lovely Professional University | May'19 – Aug'19

- Handled admission filing, queries and career counseling including proper documentation, reports and resource management.

### Protocol Officer – Indian Science Congress'19, Lovely Professional University | Dec'18 – Jan'19

- Coordinated, planned and managed the events, handled invitations and maintained contact with the dignitaries.

**Chief Mentor – Lovely Professional University** | Jul'18 – Aug'19

- Mentoring and counseling weak students and checking their daily progress.
- Planned events and mentorship programmes for weak students.

**Placement Officer – Lovely Professional University** | Jul'18 – Aug'19

- Guiding and monitoring the students sitting for placements in resume writing, group discussion and interviews throughout the placements.
- Attending placement drives, maintaining contact with company officials and compiling the database of latest trends in the industry.