



Shalini Prasad

Corporate Trainer

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Skilled Corporate Trainer with proven success closing gap between company needs and employee abilities. Forward-thinking, motivated and passionate about aligning teams with objectives. Highly organized, analytical and skilled at managing all administrative needs. Keenly focused on bringing process improvement and operational excellence by reviewing existing process and recommending necessary changes.



Skills

- Coaching and mentoring  Excellent
- Skilled in Powerpoint  Very Good
- Business Reporting  Very Good
- Project Coordination  Very Good
- Account Management  Very Good
- Skilled in MS Office, Excel  Good



Work History

- **Corporate Trainer**
OPPO, Bengaluru, Karnataka
 - Led cross-functional training for external and internal clients (100+) and created all training materials
 - Developed training programs to meet company objectives
 - Held online and conference call training session to accommodate off- site employees
 - Collaborated with management to identify company training needs and scheduling
 - Conducting monthly market visit to estimate public sentiments and

2017-08 - 2018-12

2017-01 - 2017-02

- orientations towards OPPO as compared to key competitors
- Responsible for generating sales reports, product related articles on scheduled and ad-hoc basis

Intern as Customer Relationship Manager

HDFC Bank, Patna, Bihar

- Converted community contacts into potential clients through networking, consistency and credibility
- Created positioning and key messages to differentiate business solutions and products in market
- Developed and executed targeted relationship and account development strategy

2016-07 - 2016-08

Internship in Business Reporting

Shivaanjali Projects Pvt. Ltd., Bangalore, Karnataka

- Managed and archived quality documentation and participated in internal and external quality audits
- Translated business performances into business reporting presented to senior leadership

2015-09 - 2017-06

2014-06 - 2017-04



Education

MBA: Business Management

Sindhi Institute Of Management, Mysore University - Bangalore

BBA: Business Administration And Management

Techno India College, West Bengal University - Kolkata



Hobbies

- Fashion Makeover, Beautician, Hair Stylist
- Cooking unconventional dishes
- Social Work



Accomplishments

- Certified professional makeup artist having experience of performing makeover in a live ramp show
- Won prize in state level painting competition (State Level Rank – 16)
- Won 'Best Performer' in Niketan band – Inter school competition
- Won 1st prize in Singing in college fest - Twice – 2016, 2017
- Certification from Help Age India for Contribution



Languages

Hindi

English

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Native

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Native