



ABOUT ME

A dedicated development executive with experience in achieving tangible results and cross-team collaboration. Proactive and excited to partner with like-minded individuals to achieve goals.

LANGUAGES



HOBBIES

VOLUNTEERING, SPORTS, DANCING, LISTENING TO MUSIC, TRAVEL

COURSES

COMPLETED UPPER INTERMEDIATE LEVEL 1 COURSE
BRITISH COUNCIL

COMPLETED BHARATANATYAM LEVEL 5
GANDHARVA MAHAVIDYALAYA

COMPLETED ABACUS LEVEL 3

PERSONAL DETAILS

Date of birth
17 Apr 1996

Nationality
Indian

Visa status
Approved

Marital status
Married

EXTRA-CURRICULAR ACTIVITIES

WON VARIOUS CERTIFICATES AND MEDALS IN SPORTS

ATTENDED UGC SPONSORED CONFERENCE

CHAITRA KUNDER

TRAINING AND DEVELOPMENT EXECUTIVE

Al Karama, Dubai, 500001, United Arab Emirates

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WORK EXPERIENCE

FLEET MANAGEMENT TRAINING INSTITUTE
Navi Mumbai
May 2018 - Apr 2024

- Training and Development Executive
 - Attending to all matters related to selection, induction and communication with Trainee Deck Cadet.
 - Planning and execution of all cadet related operations including scheduling their training sessions, medicals and assigning vessels.
 - Management of Cadet online training, Statistical Data, Record keeping, Mentor Mentee programme, Cadet Indenture bond, and similar issue.
 - Coordinating executive communications, including taking calls, responding to emails, and interfacing with internal departments.
 - Managing multiple processes concurrently: follows up work plans, schedules, project estimates, resource plans, and status reports on an ongoing basis.
 - Facilitated conferences, meetings and demonstrations for inter department members.
 - Assessed training needs of individuals and organisations and helped set up programs to meet needs.
 - Encouraged participation, interaction and feedback for dynamic adult learning sessions.
 - Arranged schedule and delivery for advanced training by external providers.

ETESTSERIES
Bangalore
Jul 2015 - Jan 2016

- Content Creator
 - Delivered high-quality written content that was insightful, informative and entertaining.
 - Performed in-depth research into topics to write clear and accurate copy.
 - Managed own workload efficiently to produce high-quality work within agreed deadlines.
 - Researched content topics by interviewing subject experts to create valuable and informative resources.

EDUCATION

WELLINGKAR'S COLLEGE
Mumbai
2022

- PGDM in Supply Chain Management
 - Attended a session on Impact of Supply Chain on Real Estate Solutions.
 - Attended a webinar on Supply Chain, Logistics & Real Estate: what is the outlook for 2023?
 - Attended a workshop on the Importance of SCM in eCommerce.
 - Conducted a team presentation on the Market viability of new skin care products.

JYOTI NIVAS COLLEGE
Bangalore
2017

- Bachelor's Degree in Science (Biotechnology, Biochemistry & Genetics)
 - Certificate course of Nutrition
 - Certificate course of Clinical research and BioService
 - Attended UGC sponsored conferences on Euthanasia, Recent trends in Chemistry, Biochemistry, and Save it to cherish.
 - Volunteering for college fests and blood donation camps.
 - Dissertation in:
 - Phytochemical screening with analysis (Biotechnology)
 - Effects of artificial food additives and colouring agent (Genetics)
 - Total antioxidant capacity of Cucurbita Pepo and Benincasa Hispida seeds (Biochemistry)

TILAK COLLEGE
Maharashtra
2014

- HSC (Science)
 - Coursework and experience in MS Office (Excel, PowerPoint and Word)
 - Volunteering for college fests.

AMRITA VIDYALAYAM
Navi Mumbai
2012

- High school
 - Completed Abacus level 3
 - Won various certificates and medals in sports and dance competitions.

SKILLS

