



CHAITRA KUNDER

TRAINING AND DEVELOPMENT EXECUTIVE

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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

ENGLISH

HINDI

MARATHI

TULU

GERMAN

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

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.

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.

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)

HSC (Science)

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

High school

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

SKILLS

ACCESS INTERNET & E-MAIL

PROBLEM SOLVING

TIME MANAGEMENT

COMMUNICATION

MICROSOFT OFFICE (WORD, EXCEL, PPT)

DECISION MAKING

LEADERSHIP