

Zeenath K J

Soft-skills/Life-skills/English Language/Verbal Ability Trainer

Bangalore-560011

QUALIFICATION

- M.A in Political Science from University of Mysore (Year 2008-09)
- Diploma in Mass Communication and Journalism From Karnataka State Open University (Year 2008-09)

CERTIFICATIONS

1. Trained and Certified by **Peoplepro Training & Consultants**-Bangalore, during 3 days Implementers training. 2. 3 days Orientation and **Life Skills Training Program** Conducted by **Vidyaposhak** in June 2010
3. 1 day Train The Trainers program conducted by **ISOL** in Bangalore in the month of Jan 2010 4. **TTT** program on "Life Skills" and "Soft Skills" for 5 days at **Unnati**- Bangalore in Apr 2011.

WORK THAT BEST ILLUSTRATES MY CAPABILITIES

- Campus Recruitment Training at Panimalar Engineering College, Loyola Institute of Technology and St Joseph Engineering College in Chennai.
- 10 days Enhancing Employability Training at Bheemanna Khandre Institute of Technology, Bhalki.
- 1 week Aptitude and Soft-skills Training at BNMIT, Bangalore.
- 10 days Campus to Corporate training for all final year engineering students at Sri Vidyaniketan College of Engineering, Tirupati - Andhrapradesh. (Represented Seventh Sense Talent Solutions)
- 1 month CRT (Campus Recruitment Training) for Vignan's University, Guntur Andhra Pradesh, for final year engineering students. (Represented Seventh Sense Talent Solutions)
- Trained more than 15000 engineering students on Verbal Reasoning and Soft-skills at colleges like Mepco (Shivagasi, Madurai), RVCE, BMS, BMSIT, BNMIT, BIT (Bangalore, Karnataka), Greenhills College of Engineering (Solan, Himachal Pradesh), Basaveshwara Engineering College (Bagalakote, Karnataka), PESITM (Shivamogga), VCET (Puttur), Sahyadri College of Engineering, Canara College of Engineering (MangaloreSiddaganga Institute of Technology, spanning PAN India. (Represented Ethnus)
- 3 days' Workshop on 'Leadership Skills' for 1500 students of AVS Institutions, Selam. (Represented SEED)
- Trained physically disabled people who represented Enable India (NGO) Bangalore, on Pre-Placement Training for 10 days.
- Conducted Enhancing Employability Skills Training at PES Engineering College, Mandya, for almost a month in different slots. (1st,2nd, 3rd, & 4th year students)
- Developed "Trainers' Manual" for final year engineering students on Reading comprehension, Sentence correction, Synonyms and Antonyms, Jumbled Paragraph, Error spotting, Parts of speech etc.

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- Faculty Development Program for Teachers of Huda Public School, Mysore and for Physical Education Teachers, Jain Heritage School, Bangalore. (Represented Groom X)
- 3 days Campus to Corporate Training for final year MBA students of GSSS College, Mysore o Worked as Project Co-ordinator for many training projects which were assigned by 36t degree Training Consultancy.
- 3 days Pre-placement training for final year students of Govt. Engineering College, Ram Nagar. (Represented Speak English)
- Kannada Language Training for all the volunteers who travelled from different parts of the world. Represented ICDE (Inter Culture Dialogue and Exchange)
- Developed "One Month Spoken English Crash Course" content for GFS (Graduate Finishing School).
- Conducted 'Motivational Session' for 1st year students of Vignan's University for 3 days.
- One week workshop on Functional English and Soft skills for tribal candidates of B R hills conducted by GFS. Have oriented more than 10,000 final year degree students on 'Career Opportunities, Interview skills, Resume writing and how to participate in group discussion, in about 30 colleges in 2011. (Represented GFS, Mysore) o
- Trained 10 candidates for 12 days who wanted to appear in B Ed. Entrance exam of 'Azim Premji University'.
- Grammar and Functional English Workshop for 250 first year degree students at Govt. Women's College Maddur.
- Workshop on Interview Skills and Group Discussion for 450 final year students of Kamla Nehru Degree College, Shivamogga.
- Conducted Faculty Development Program for all the lecturers of Santhiram Engineering College, Kurnool Andhra Pradesh.
- 30 hours Enhancing Employability Skills Training Program for the employees of "Directorate of Employment and Training, Ramnagar", Bangalore. (Represented Speak English)

CORPORATE EXPOSURE

- Corporate Training Program for the employees of United Spirits Ltd, Whitefield Bangalore. (2 sessions of 4 hours)
- Communication Skills Training for one of the teams of ANZ, Bangalore.
- 4 days corporate training program for "Suprajith Manufacturing Industries", Bangalore on Communication skills, Time Management, Interpersonal skills and Stress management. (Represented Speak English)
- 1 week Corporate Training program for the fresh recruits of Samura Info Solutions Pvt Ltd, Hyderabad on Effective Business Communication Skills and Corporate Etiquette.

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- 2 days Corporate Training on Leadership Skills, Communication Skills and Self Awareness for BEML employees in Bangarpet. (Represented 36t Degree)
- Corporate training for the employees of SAS-Sampoorna Aarogya, Mysore. (Represented Spark)
- 1 day corporate training for Pynat Corporation Ltd, Bangalore on "How to be great team player?"
- 10 days Functional English Crash Course, along with email etiquette session, for the employees of Jivox Koramangala, Bangalore. (Represented Speak English)
- Language and Soft skills Training for Tarento Technologies, Bangalore. (Represented Speak English)
- Functional English Training for the employees of Ascendes, Whitefield, Bangalore. (Represented Speak English)
- Pre-Placement Training for Enable India, Bangalore (NGO) - Trained physically, visually and hearing disabled candidates. (Represented Speak English)
- 10 days Corporate Training for IOC pump attendants conducted by Unnati (NGO) on "Enhancing Employability Skills". (Handled 3 batches)
- 1 week Functional English Training for the employees of Maxim Integrated Solutions. (Represented Speak English)

TRAINING METHODOLOGY

I personally and strongly believe in "**Experiential Learning**", which allows the learners to learn from their own experience. This not only helps them to remember the learning for a long period of time but also to savvy things better. As experiential learning is filled with many activities it always creates an atmosphere to learn everything with fun.

TOPICS HANDLED

Verbal Ability / English Language

Reading comprehension

Sentence correction

Sentence completion

Errors spotting

Jumbled paragraph

Sentence formation

Subject Verb Agreement

Direct & Indirect speech

Passive & active voice

Soft Skills

Communication skills

Active listening skills

Time-Management

Stress Management

Work-life balance

Personality development - Knowing your personality

Problem solving and Decision making skills

Goal setting

SWOT Analysis

Parts of speech
Indianism in English
Tenses
Business English
Functional English
Idioms and Phrases
Closet Test
Synonyms and Antonyms
Fill in the blanks
Inferences

Self-awareness
Anger Management
E-mail Etiquette 6
Thinking Hats
Taking Responsibility
Public Speaking Skills
Resume Building
Interview Skills
Group Discussion
Grooming Skills