

RAVI KUMAR

New Delhi

CAREER OBJECTIVE

To work as a dedicated professional and enhance my skills while contributing towards the success of the organization and seeking a dynamic career.

Work experience

- Presently working as a **Voice & Accent Trainer** (Training, Development & Deployment) with JK Consulting, Noida.
- Working as **freelance trainer** for English Language & Soft Skills(Since Aug 2010) with NIFTEM, G.D. College, HeroMindmine, Florence, Swiss School of Language, Gateway, L.K Singhania School, etc
- Worked with **American Embassy**, Consular Section, New Delhi as LE-4, (June 2009- July 2010)
- Worked with the **Canadian High Commission** as LE-3, (Nov 2008- April 2009)
- Worked with **IBM Daksh** as a business associate, (Oct 2007- June 2008)

Responsibilities in the current profile as a V & A Trainer with JKT

- Hiring fresh Graduates, B-Tech, M-tech candidates by evaluating them on the basis of communication (For Client: HCL, E&Y, Cognizant)
- Make batches for training.(30-40 candidates per batch)
- Provide voice & accent, soft skill training to the shortlisted candidates.
- Deploy them to the respected companies.

Responsibilities in the profile as an English Language & Soft Skills Trainer

- Provide Training to students in Engineering & Management Colleges.(English language, Campus to Corporate)
- Soft Skills and Business Skills training to Businessmen, Doctors, Engineers, other officials
- Prepare Manuals for Trainings like Voice & Accent, Customer Service, Common English and Grammar
- Conduct training with several activities which includes team building, Self motivation, confidence building interpersonal skills and etiquettes.
- Prepare candidates for Interviews for MNC's, various sectors
- Provide training to Foreign Nationals to help them communicate in English, etc

EDUCATIONAL QUALIFICATIONS

- B.A. Hons (Eng) from IGNOU with 2nd Division
- Passed 12th from BIEC in 2003 with 1st Division.
- Passed 10th from CBSE in 2001 with 1st Division.

PROFESSIONAL QUALIFICATIONS

- One year **Diploma in Aviation and Hospitality Management** from **AHA**, New Delhi
- Good Working Knowledge of Computer.

ACHIEVEMENTS

- Awarded Medal (1st) in Debate Competition.
- Awarded certificate for Quiz Competition at Inter School level.

STRENGTHS

- Sincerity, passionate
- Responsibility and reliability to work.

PERSONAL DETAILS

Date of Birth	:	10 th Oct. 1986
Nationality	:	Indian
Passport No.	:	H3321653
Marital Status	:	Married
Father's Name	:	Mr. Naresh Prashad
Languages Known	:	Hindi, English & Nepali.
Hobbies	:	Listening to music, Touring & Sketcing

Date :

Place :

Signature