

**Ms. Garima Khaitan**  
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A Certified trainer in multi-cultural settings using innovative integration of multimedia, sharing of ideas, and framework that inspires skill development in trainees.

### **Professional Experience**

Wind World Training Academy (WTA), Wind World India Limited – Daman, India

- Design training modules for various training programs
- Revise and Conduct Management Development Program based on TNA
- Revise and modify the Learning Objective for each workshop
- Formulate tailor-made training programs as per the customer requirements
- Conduct training for the employees of various levels of WWIL using the necessary Pedagogy or Andragogy applicable.
- Co-ordinate and Conduct presentations, discussions, and exercises for the TGES batch (Fresher Engineers course).
- Update MIS of WTA on a monthly basis
- Prepare facility utilization sheet for WTA on a monthly basis
- Prepare the budget for the Academy
- Monitor & review the effectiveness of all the in-house training
- Monitor & analyze the complaints received for residential facility at WTA
- Edited the in-house quarterly newsletter
- Monitor running of the in-campus Library.

### **Academic Qualifications**

Master's Degree in Botany, 1999(I Class), M.S.University, Baroda.

B.Ed. 2003 (Distinction),IGNOU, New Delhi.

PGDBA (HR) 2007(II Class), Symbiosis Center for Distant learning, Pune.

### **Professional Trainings**

- Train the Trainer professional course by Gol (certification awaited)
- Train the Trainer Program, IIM, Indore

### **Past Experience**

- Instructor in spoken English at BritUS SPOKEN ENGLISH(2009-2011)
- Lions' English School, Silvassa 2004.
- Prabhat Scholars' Academy (June 2003 –April 2004)
- Gyan Mata English Medium School (June 2001 – April 2003)
- Baroda High School (June 1998 – April 2000)
- Junior Research Fellow in a Gujarat Government Sponsored Project (CREB – Conservation of rare and endangered Biodiversity of Gujarat)