

# Jasmine K Paul

Citizenship: Indian

## Contact

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## Address

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## Profile Synopsis

A Soft Skills Trainer/Freelancer who specializes in Strong Communication Skills, Motivational & Behavioral training, Team Building Activities, People Management & Interpersonal Skills. A multi skilled professional who can work in a fast paced work environment and able to deliver on time and with quality. Enjoys being a part of a successful and productive team as well possess a strong ability to perform individually. Has the zeal to demonstrate any content with enthusiasm and make a session lively. Follows a creative approach to deliver and present the training.

## Profile Overview

Post Graduate **Diploma in Event Management** from **National Institute of Event Management**  
Well acquainted with **Corporate & Team Training, Content Writing** Concepts  
Executed various training workshops for **Students & Professionals** as per the requirement  
Strong **Social Skills**

## Education

Qualification	College / University	Aggregate	Year of Passing
B.COM	Pune University	1 <sup>st</sup> Class	2008
PGDEM	National Institute Of Event Management	1 <sup>st</sup> Class	2010

## Key Skills

Proficient with the following skills

- Goal Setting
- Time Management
- Stress Management
- Ice Breaking Sessions
- Customer Service & Phone Etiquettes
- Employee Relations
- Personality Enrichment
- Motivational Workshop
- Planning and prioritizing
- Interview skills
- Career Counselling
- Leadership Skills

## Work Experience

### PROJECTS: BARCLAYS TRAINING WORKSHOPS

#### 10 days workshop on Soft Skills Training in the following Colleges

- Finolex Academy of Management and Technology, Ratnagiri
- Jawaharlal Nehru Engineering College, Aurangabad
- S.K.N Singhad College Of Engineering, Pandharpur
- NBN Singhad College Of Engineering, Solapur
- JSPM Technical Campus, Narhe
- Sapkal College of Engineering, Nasik

#### Pankaj Gandhi Academy (March 2015 - March 2016) as Soft Skills Trainer

- Conducting training program for MBA Students on group discussion and various interview techniques
- Training sessions for Job aspiring candidates on communication skills, confidence building and personality development

#### Landson Realty (Nov 2014 - April 2015)

Worked as a Soft Skills and Sales Trainer.

#### **Roles and Responsibilities:**

- Giving presentation to the Client about the Product
- Training the Team Members about the phone etiquettes/ VNA/ Client Servicing etc.

#### Elixir Training Services Pvt Ltd (Dec 2012– Nov 2014)

- Worked as a Communication & Soft Skills trainer and Branch Manager
- Job responsibility involved to enable & facilitate training
- Impart knowledge to help students identify and achieve what they are capable of
- Assess training and learning methodologies
- Develop appropriate new training interventions
- Maintain account and reports of the Center
- Conducting Seminars for awareness of literacy

## Activities

- Organising and Compering Corporate & Social Events
- Creative Writing/ Script Writing, Street Play, Road Shows & Documentary movie
- Managed, Co-ordinated and hosted events like Pune International Film Festival, Mr & Miss University, Pune Marathon, Beach wedding, Festive Occasions, Women International Tennis Tournament, Talent hunt, College functions, Theme parties, Corporate annual functions etc.

## Personal Details

Date of Birth : Jan 30<sup>th</sup> , 85

Languages Known : English ,Hindi, Marathi, Nepali

Interests : Dancing, Anchoring Shows, Motivational Public speaking, Theatres

Regards,

Jasmine K Paul