RAJINDER KAUR



**Mobile**: +91 9583049006 | **Email**: [skillvoz@gmail.com](mailto:skillvoz@gmail.com%20) |

**Location: India**

# Professional Summary

Passionate and experienced freelance soft skills trainer and an International Voice over artiste and coach with a proven track record of enhancing communication, leadership, and interpersonal skills in diverse professional settings. Skilled in designing and delivering engaging, customized workshops and one-on-one coaching sessions to help individuals and teams unlock their potential. Adept at working with cross-functional teams and leaders to foster collaboration, emotional intelligence, and conflict resolution. Known for creating interactive learning experiences that drive meaningful change and improve workplace performance."

# Core Competencies

Persuasive Communication | Spoken English | Social and corporate Etiquette | Presentation skills

Public Speaking

# Freelance Training engagements

# Army Public School, Suratgarh (Rajasthan) Aug ’23 to Mar ‘24

# TIME AND STRESS MANAGEMENT, COMMUNICATION SKILLS, PUBLIC SPEAKING, ETIQUETTE, BODY LANGUAGE: Trained the Teachers and students on various soft skills topics. Also taught English to the students of Grade 8 & 9.

# Prac Up Aug ’22 till date

# PUBLIC SPEAKING, PRESENTATIONS SKILLS, SPOKEN ENGLISH: Providing One on one coaching online to individuals on various soft skills topics.

# G Kode Training Dec ’22 to Jan ‘23

# SPOKEN ENGLISH: Trained a group of over 50 school teachers on spoken English online

## Times Crown (New Delhi) Feb ‘22

* **STAGE PRESENCE, CONFIDENCE BUILDING**: Groomed the Girls & Women for The Miss & Mrs. India pageant on How to present themselves during the competition.

## IBM (Mumbai) Aug ‘19

* **BUSINESS COMMUNICATION**: Conducted comprehensive training for technical professionals in the managerial level Business communication & Email writing.
* **STRESS MANAGEMENT**: Conducted training for technical professionals on Time & Stress Management and Motivation.

## LUPIN LABS (Mumbai) July ‘19

* **CORPORATE COMMUNICATION**: Conducted training for managers/ officers on how make communication effective for better productivity
* **CUSTOMER SERVICE**: Trained the officers on Customer Service essentials for managing interpersonal skills.

## FUTURE FOCUS INFOTECH (P) LTD (Mumbai) April ‘19

* **PRESENTATION SKILLS**: Conducted training officers for better speaking and presentation skills including Communication skills.
* **CORPORATE ETIQUETTES**: Conducted comprehensive sessions on Corporate Etiquettes which creates lasting impressions in dealing with clients.

## AIMFILL INTERNATIONAL (Mumbai) Jan ‘19 to Mar ‘19

* **PERSONALITY DEVELOPMENT**: Trained the students aspiring to become Air Hostess & Cabin Crew on to enhance their Personalities with improving the skills in **Communication, Etiquettes, Customer Service,** et al.
* **INTERVIEW PREPARATION:** Prepared the students for Interviews and trained them to land a job in the Aviation Industry.

## NSG (Mumbai) Jul 18 to Aug 19

* **Women Empowerment:** Conducted sessions for Defence Wives of National Security Guards (NSG) on Finance, investment, Health & Hygiene, skills development, etc

# Working Experience

## BANGALORE CITY COLLEGE (Bengaluru) Mar ‘17 to Apr‘17

* **Commerce & Financial Management**: Taught the students of M.com Financial & Risk Management as a Part time Asst. Professor.
* **Soft skills:** Taught the students of B.com Soft skills and Economics

## DELHI PUBLIC SCHOOL (Bharatpur, Rajasthan) Dec ‘10 to Jul ‘12

* **SPOKEN ENGLISH**: Taught children History, Geography, English and Spoken English.

## S.K. NAREDI & CO. (Jamshedpur) Jun ‘10 to Nov ’10

* **S.K. Naredi & Co**. is a CA/CS firm in Jamshedpur. Worked there as an Asst. Company Secretary handling various Business Laws and compliances related work.

## MEGAMIND CONSULTANTS (P) LTD. (New Delhi)

**Sr. Recruiter/ Key Account Manager & Consutant Aug ‘07 to Nov ‘08**

* Worked as a Trainer /Sr. HR Recruiter/ Key Account Manager. Also assumed the position of a Training Coordinator. (Aug.’07 to Nov.’08). Megamind is a leading Placement Consultancy for the Leading BPOs in Delhi/NCR.

## 2COMS (P) Ltd. (Jamshedpur)

**Recruitment Consultant and Trainer. Nov ’04 to Mar ‘06**

* 2COMS is a Recruitment and Staffing company for the IT/ITES sector based in Kolkata with network in Pune, Hyderabad, Bhubneshwar, Jamshedpur and other 20 cities across India.

# Certifications

* **Business English teacher training certificate,** Asian College of Teachers, Sept. 2024.
* **TESOL Canada Board Exam,** Asian College of Teachers, Sept. 2024
* **TEFL certification,** Asian College of Teachers, June 2024.
* **TRAIN THE TRAINER (TTT),** BM English Institute, Mumbai, 2019.

# Education qualification

* **COMPANY SECRETARY(CS),** The Institute of Company Secretaries of India, New Delhi. 2009.
* **BACHELORS OF COMMERCE (B.COM),** University of Delhi, 2007.
* ISCE (XIIth) MNPS, Jamshedpur, 2004
* ICSE (Xth), MNPS, Jamshedpur, 2002

# AWARDS AND RECOGNITIONS

# Awarded Asia’s top 100 Influential Women Award by Times Crown in 2021.

# Outstanding Performer at Mrs. India World by Mrs. India Inc. in 2019, Mumbai.

# Winner of Mrs. India (Karnataka) 2018, Bengaluru.

# Best Speaker award by the National Metallurgical Laboratory (NML) Jamshedpur in Debate competition in 2004.