SUMITA SINGH

SOFT SKILL TRAINER

Knowledgeable and success-driven Soft Skills, T&D and Financial Professional with 8 + years' extensive understanding of relevant training requirements, experienced in creation and delivery of training

barnwal.sumita@gmail.com

A 804, Marigold, Near Gala Gardenia, Off SP Ring Road, South Bopal, Ahmedabad 380058.

9033007707

16 September, 1984

CORE COMPETENCIES

- Budgeting and Forecasting
- General Ledger Accounts
- Cash Flow Optimization
- Banking Operations
- Vocal and Verbal Communication
- Interpersonal Skills
- Interview Skills
- Public Speaking and Presentation Skills
- Training & Development
- Motivational Skills
- Body Language
- Personality Development
- Leadership Skills
- Managing Conflicts
- Time Management
- Art and Science of First Impression
- Emotional Intelligence and Empathy

WORK EXPERIENCE

SOFT SKILLS TRAINER

FREELANCER

04/2020 - Present,
Roles & Responsibilities

- Planning, developing and delivering freelance training to college students on relevant topics; Behavioral Skills, Interview Skills , Telephone & Email Etiquette , First Impressions, Spoken English skills , Personality Development etc.
- Training students according to the needs, abilities, and achievements of the individual each student and groups of students. Provide flexible learning strategies and course information to them.
- Training corporate people on Customer Service, Body Language, Business Etiquette, Leadership Skills, Team Building, Stress Management, Presentation Skills, Public Speaking, etc.
- Assessing the weakness and strengths of aspirants. Creating engaging lecture content. Preparing study material and planned teaching strategies. Also handle technical queries and responded enthusiastically.
- Conducting training with the help of icebreaking sessions, short stories, team building activities, games, roleplays, group discussion, extempore, etc to improve learning and development.
- BPO/KPO readiness in Finance and accounts domain which includes, basic accounting and finance, banking, IT applications of it, personality development, interview preparations, customer handling, understanding behavior, etc.

FREELANCER WRITER

CASE STUDIES LONDON

06/2016 - 02/2017,
Roles & Responsibilities

- Wrote assignments for various London based professional colleges.
- Extensive experience of writing technical and non-technical academic papers and articles for educational institutions.
- Commendable knowledge of various online search engines and libraries.
- Created relevant and engaging content based on new and best ways of doing assignments.
- Read wires, internet, social media and monitors other broadcasts. Met regular submission deadlines.
- Ability to collaborate with assigned teams on multiple projects, in a positive manner.

ASST. MANAGER - BUDGETING & PMO

STAR UNION DAI-ICHI LIFE INSURANCE Co. Ltd.

02/2010 - 02/2014,
Financial Planning & Corporate Strategy
Roles & Responsibilities

- Provided project planning, milestone management, scope management, resource forecasting; financial management; change management across the project portfolio.
- Prepared monthly, quarterly and annual financial statements for management, regional office and regulators. Provide a quality assurance role in line with defined Program Management Office process.
- Formulated a Budget Monitoring Tool to facilitate budgetary control for each departments & regional Office. Provided training to the concerned department employees on financial and planning tools' usage.
- Prepared monthly, quarterly and annual financial statements for management. Being a part of Corporate Strategy team, handled few departmental projects as well like E-Learning, Structured Training Schedule, Expense Management System, etc.
- Good financial analysis skills including, knowledge of accounting principles and industry standard packages. Provided support with respect to the review, analyses and preparation of the Strategic Framework and its revisions.
- Assisted the teams in budget related projects and adhered to the deadlines. Co-ordinated with other finance and budget staff on related issues during the preparation of budget reports.
- Ability to use financial software to prepare various reports and track data. Solid understanding of corporate financial operations.
- Pro-actively participated in team meetings with managers and assisted with audits. Worked on the improvement of operational processes in order to boost project returns and increase effectiveness.

ASST. MANAGER – ACCOUNTS & FINANCE

ANURAG SALES CORPORATION, BOKARO

09/2008 - 12/2009,

RELATIONSHIP MANAGER

HDFC BANK Ltd, AHMEDABAD

02/2008 - 08/2008,

EDUCATION

Soft Skills Trainer Course

Image Consulting and Business Institute

B.Com (Hons) 53%

Dayal Singh College, New Delhi (2002-05)

Secondary School 71%

D.A.V Public School, Bokaro Steel City

MBA – Finance and Banking CGPA 7.97

ICFAI Business School, Ahmedabad (2006-08)

Sr. Secondary School 74%

D.A.V Public School, Bokaro Steel City

ACHIEVEMENTS

One of the top performers in HDFC Bank placement process.

Scholarship from ICFAI Business School for good performance in 1st Semester.

Awarded for good work delivery in Star Union Dai-Ichi life Insurance co. Ltd.

Participated in all India level Management Game conducted jointly by AIMA & Infosys and got runner up position.

LANGUAGES

English
Full Professional Proficiency

Hindi
Full Professional Proficiency

INTERESTS

Interacting with new people | Travelling | Reading | Counseling