

Pooja is a conscientious, empathetic, and skilled corporate facilitator, content specialist and senior training consultant with an enriching experience of over 10 years as a Behavioral & Soft Skills Coach, Language Improvement Coach, HR and Employee Relations Consultant & Facilitator. She has a plethora of training programs to her name, having worked closely with highly esteemed organizations in the IT sector, manufacturing sector, hospitality industry and various institutions and colleges. She is a dedicated facilitator & training consultant focused on improving the working environment and communication dynamics within organizations & institutions; She holds a keen interest in the holistic development of individuals & teams by enhancing their strengths, communication skills & holistic persona - essentially awakening their true potential.

CURRENT PROFILE:

DOOR International South East Asia

Feb 2022 – Aug 2023

Sr. Training Consultant, Content Specialist & Facilitator

- Subject Matter Expert, Content Designer & Project Manager for multiple key projects
- Course Facilitation – Classroom & Virtual training programs
- Lead role in design & delivery of extensive global training drive for key account
- Training need identification & customized course design for global clients
- Orchestrated implementation & documentation of training programs
- Developing training curriculum & content
- E2E Project Management for training programs
- Collaboration, coordination, scheduling, logistics planning with clients
- Compilation of monthly, quarterly & annual training reports
- Project related client communication & stakeholder connect
- SOP creation for internal team processes & protocols
- Creation of social media posts to showcase products
- Shadowing business head in project management, team management & leadership

CORPORATE TRAINING EXPERIENCE

Corporate Sector - Training Programs

Business Communication, Language Improvement, Personality Assessment-Development, Leadership Development, Interpersonal skills, Covid Protocols & Work Practices, Team Building, Effective Networking, Assertiveness, TNA, Appraisal and Evaluation, Motivation Skills, Change Management, Conflict Management, Problem-Solving, Corporate Etiquette, Presentation Skills, Time Management, Work-Life Balance, Personal Effectiveness, Corporate Induction Programs, Cross Cultural Sensitization, Gender Sensitivity, Women Empowerment, Girl Health Awareness, Personality Development, Grooming, Brain-Storming Workshops.

Key Projects (Independently Delivered):

- Multiple batches on Verbal & Written Business Communication, Meeting Etiquette, **GS Lab**, Pune
- Service Excellence, Presentation Skills & Business Etiquette Program, **Force Motors**, Pune
- Language Improvement & Business Communication, **LyondellBasell Polyolefins**, Mumbai
- Business Communication, Assertiveness, Language Improvement Program, **Kone Cranes**, Pune
- Diversity & Inclusion Program, Business Communication, **Systems Plus Transformations**, Pune
- Central Induction Program, **Sandvik Asia Private Limited (2012 - 2016)**, Pune
- Technical Report Writing & Email Etiquette - Executive Level Program, **Sandvik Asia Pvt. Ltd.**, Pune
- Client Interaction & Business Communication Program, **DataMetica Solutions Pvt. Ltd.**, Pune
- Business Communication & Personal Effectiveness, **Virgo Valves, Emerson Electric Co.**, Hinjewadi
- Presentation Skills Workshop, **Mahle Behr India Pvt. Ltd.**, Chinchwad, Pune
- Leadership, Change Management & Communication Workshop, **Hindustan Unilever Ltd.**, Chiplun
- Language Improvement & Business Communication Program, **Tavisca Solutions Pvt. Ltd.**, Pune
- Business Communication & Language Fluency Program (8 weeks), **Fleetguard Filters Pvt. Ltd.**, Pune
- Business Communication & Etiquette Coaching (6 months), **Red Hat Software Services**, Pune

WORK EXPERIENCE:

Behavioral Coach, Language Improvement & Soft Skills Trainer

Feb 2012 - Current

Freelance facilitator & consultant on independent projects

Training Fortes:

- Organizational Culture Transition
- Business/Corporate Communication
- Corporate Behavior & Soft Skills
- Language Improvement

Corporate Trainer

June 2012 – Feb 2022

Language Improvement, Soft Skills, Behavioral Trainer (Freelance)

Tech Mahindra Limited., Pune

Mar 2009 – June 2012

Training Coordinator / Sr. Executive

True Sparrow Systems Pvt. Ltd., Pune

Dec 2007 – Feb 2009

Sr. HR Executive.

Clarion Technologies, Pune

May 2007 – Nov 2007

HR Executive

ACADEMICS:

Masters in Personnel Management (MPM) – Human Resources.

Indian Institute of Cost and Management Studies and Research (IndSearch), Pune - 2007

Bachelor of Arts (BA) in Psychology

St. Mira's College for Girls, Pune - 2005

HSC – 12th Science. (Maharashtra Board)

S. M. Choksey Jr. College, Pune - 2002

SSC – 10th std. (Maharashtra Board)

Mount Carmel Convent High School, Pune – 1999

ASSETS:

- Excellent communication
- Strong leadership skills
- Intelligent, intuitive, proactive
- Aptitude for solution-oriented approach
- Adept at grasping new ideas, concepts and assessing behavior
- Quality exposure to the corporate culture
- Knack of zeroing in on problem areas in management-employee relationship
- Skilled at design & delivery of customized programs with a focus on core improvement areas

PERSONAL DETAILS:

Date of birth: 16th November, 1983

Address: NIBM Road, Pune

Languages: English, Hindi, Marathi, Kannada