

# Vedica Panwar

**DEI Leader | TEDx Speaker | Client Experience & Marketing Manager | Project Director | Global partnerships Leader | Cause Champion & Mentor United Nations SDGs | Personality Enhancement & Language Trainer | Top 100 Women in Leadership in Gender Equality in 5 countries by British Council**

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## SKILLS

Professional Integrity

Effective Performance  
Under Pressure

Great with Networking

Communication Skills

Flexibility &  
Adaptability

Problem Solving

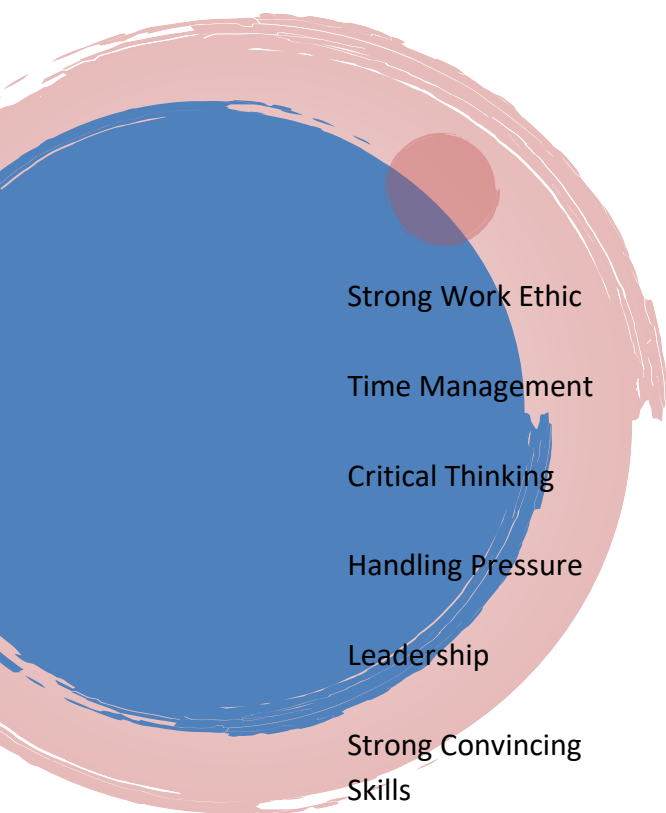
Adaptability

Quest for Public Relations, flair for training and development, passion for DEI (Diversity, Equity and Inclusion) and the determination to face new challenges have made all the below possible. A Bachelor's degree holder from a government ecognized university. I have 10+ total years of work experience and 4+ years in Diversity & Inclusion. My other expertise include Soft Skills & Behavioral Training, Marketing, Administration, People Management, Client & Business Engagement. Carry expertise in team building, PR, written & verbal communication.

## EXPERIENCE

### **SOFT SKILLS & LEADERSHIP TRAINER (January 2012 to present)**

- I've a total of 9 plus years of experience as a soft skills trainer.
- I've been a soft skills trainer for coroporates (entry level to senior level), educators and management including principals in schools and universities, youth in educational institutions and newly hired employees.
- I've experience in training on topics like communication skills, personal grooming and basic etiquettes, email writing & telephonic etiquettes, personality enhancement, skill enhancement, portfolio building, women in leadership, gender equality, workplace diversity & inclusion, behaviooral training & spoken English, body language, interview skills, time management, team building, and all basic soft skills.
- I've conducted training sessions for companies and institutions



Strong Work Ethic

Time Management

Critical Thinking

Handling Pressure

Leadership

Strong Convincing Skills

Effective Decision Making

Strong Public Relations

People's Skill

## COMPETENCIES

Client service

Teamwork and Cooperation

Integrity

Initiative

Judgment

Effective interpersonal

like Amazon, Cognizant, JLL India, CCD, The Lalit Hotel, Harman, DRS International school including their franchise schools in India, Deepak Foundation, Traditionz event management company and more.

- I've a strong background with initiating, designing, planning and implementing D&I at educational and workplaces.

## **D&I LEADER & PROJECT DIRECTOR**

**Tagore International School, Delhi (April 2019 – Present)**

- With a focus on diversity and inclusion, align with the institution's vision and its objectives. Build relationships and work with internal and external stakeholders & organizations to gain a better understanding of their needs and requirements to provide advice and training on best practices.

- Enhance youth performance and improve their experience through leading, promoting and building a diverse and inclusive institutional culture.

- Create safe spaces for everyone who walks into the campus including students, support staff, leaders and teams to raise issues, identify gaps and provide solutions. Support with subject matter expertise in the areas of inclusion.

- Conduct workshops and training sessions for staff on dignity and respect at work, workplace conflict management and resolution, inclusive leadership, prevention of bullying and discrimination (verbal & non-verbal).

- Engage with professional networks and contribute to innovative inclusion practices at educational institutions across India.

- Provide inputs to schools across country on creating ally cells, resource groups; engage to influence management and stakeholders to improve workplace experience.

- Recognize challenges on global inclusion and create social campaigns along with youth to drive positive change. Advise and support the design of United Nations SDGs, D&I toolkits.

- Research, design, plan, understanding and execute strategies and interventions required to drive diverse and inclusive policies.

- Initiate, design and implement social campaigns based on Human Rights with corporates, embassies, universities, government bodies, colleges and schools across country by conducting gender sensitization workshops.

- I train youth leaders across country on lgbt+ awareness, help educational institutions including international, private and



skills

Work best under strict deadlines

### ABILITIES

Ability to analyze and evaluate information, focusing on quality and details

Ability to plan, control and organize day-to-day tasks and deliverables

### KNOWLEDGE

Knowledge of general office and administrative procedures

Computer Software Skills, IT Skills including Outlook, Microsoft Excel and Word, Google spreadsheet

Great with drafting letters and articles, content writing

Experienced

government institutions to create and set up ally cells, resource groups and inclusive classrooms on campus. So far, I've successfully sensitized 8000 plus educators, parents, students, management and support staff on equal opportunities and inclusion for all.

- Train lgbt+ members across NGOs on professional skills like spoken English, personality development, interview skills, communication skills to create job opportunities for them.
- Raise CSR funds and donations for social causes. Coordinate and collaborate with internal & external partners like NGOs, embassies like Swiss, U.S, Canada, Netherlands, Japan, China, Taiwan, Paris, UK, Uzbekistan, corporates, UNICEF, UNODC, UNV India, UN Women, Delhi Commission for Women, National Commission for Women, local bodies, Government bodies, Ministries on building strong professional ties with respect to D&I. Support and train corporates like JLL India, Amazon, CCD to implement D&I , best practices in their organizations.

### **HAWORTH ASIA PACIFIC**

**Client Experience & Marketing Manager (January 2011- October 2014)**

- Responsible for strengthening the brand's relationship with all stakeholders and achieving goals by building a customer-oriented company.
- Interact and coordinate with multiple internal city/regional teams to drive client deliverables. Plan and attend meetings, receptions and outreach visits to promote services to the organization and develop contacts to enhance effectiveness.
- Build multi-level & multi-region strong and sustainable resources of the organization. The role would also require ability to build strong and sustainable relationships within a team as well as a large & complex team of Individuals.
- Ensure client service delivery and engagement through calls, meetings, visits, presentations, follow up, timely submission of deliverables.
- Coordinate with sales managers, architects & designers, make mock ups, presentations & launches, maintain decorum of the office, handle & update CRM, supporting the product and marketing communications team in cascading centralized programs, etc.,
- Invite A&Ds, PMCs to our showroom for launches and events.



Professional Blogger  
for Brand Sponsored  
articles

### LANGUAGES

Hindi

Telugu

English

Punjabi

Gujarati

### HOBBIES

Traveling

Reading

Blogging

Trekking

Modeling

Love Challenges &  
Taking Up New Tasks

Arrange A to Z of events/ build strong relationship with clients.  
Coordinate for upcoming projects.

- Manage travel itinerary including stay and meeting schedule of senior management, company guests/clients.
- Maintain a network of operational contacts with local, national and international clients, stakeholders, service providers, suppliers, organizations and agencies. Create draft correspondence, reports, letters and documents in accordance with company's product requirement.

### EDUCATION

- Graduate in B-tech/Engineering in Information Technology, Jawaharlal Nehru Technological University, Hyderabad, India. 2006-2010
- Diploma in Training & Development from ISTD (Indian Society for Training & Development). 2011
- Attended & certified in a program on 'Women in Leadership in Gender Equality' by British Council. 2022

### AWARDS & RECOGNITIONS (EXTRA CURRICULAR ACHIEVEMENTS)

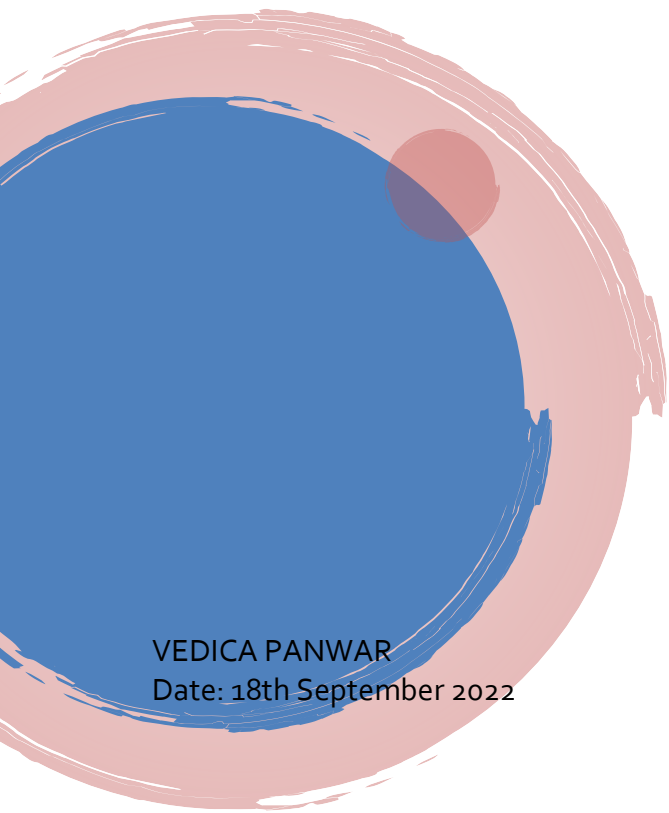
- Spirit of Kamala Harris Award on International Women's Day 2021 for outstanding contributions in the field of social service.
- Career Changemakers Award for Top Innovations in Online Teaching in 2021.
- Selected as Top 100 Women in 'Leadership in Gender Equality' in 5 countries by British Council in 2022.
- Vice-President, WICCI (Women's Indian Chamber of Commerce & Industry), Diversity & Inclusion, Delhi.
- Delhi Advisory Member for G100 Mission Million Club for Hospitality & Tourism.
- Invited as a panelist on many UN India, forums to discuss D&I matters.
- Global Partnerships Leader and Cause Champion for DEI at educational spaces.

TEDx Talk: <https://youtu.be/b33z5Vdzpoc>

Featured on global storytelling platforms:

<https://openingdoorz.com/2020/06/18/vedica-saxena-self-worth/>

People Matters Feature:



VEDICA PANWAR  
Date: 18th September 2022

<https://www.peoplesmatters.in/article/diversity/youth-are-the-catalysts-of-positive-change-president-wicci-di-delhi-31491>

