**Sumit Bhardwaj**

A/MCF-202, Street No-4, Prem Nagar, Mohna Road

Ballabgarh Faridabad- 121004

**Contact:** +91-9999198028, 9213944542 **Email:** sumit.bhardwaj6@gmail.com

Dear Sir/Ma’am,

I am submitting herewith my resume for your perusal and consideration for the post of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**in your organization.

To describe myself in a nutshell, I am systematic, organized and hardworking; ready to take up any challenge of life abreast with the latest trends and a team player with excellent communication skills and managerial skills.

Review of my credentials will indicate that **I am a qualified M.B.A. (Corporate Training) with 6.8 years of experience in the field of Training and Development**. I have worked as **Soft Skills trainer with Sharda University.** I have worked as **Sr. English & Soft Skills Trainer***with* **Dynamic Training services**and **English Instructor** with **NIIT Ltd***.* I am seeking a challenging job that would synergize my skills and knowledge with the objectives of the organization.

My core competencies include **Training (English, soft skills, Voice and Accent, personality development, Interview preparation) and Training Co-ordination**. Being a dedicated and focused individual, I am determined to add value to the organization I work for, through my exceptional knowledge and learning ability.

My basic objective is to hone in my skills for comprehensive development as a Training Manager and be an epitome of trust and reliability in the corporate world. My prime goal is to better myself and capitalize on opportunities so as to become respectful and successful professional.

I'd appreciate the chance to meet with you in person to discuss as to how I could be a vital part of your organization.

Thanking you,

Yours sincerely,

**Sumit Bhardwaj**

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**Independent Consultant- Training, Placement and Admissions.***Seeking challenging assignments with an organization of repute across the industry.*

**SUMMARY OF SKILLS**

* **A qualified M.B.A. with an experience of 6.8 years in various aspect of Training, Management, Development, Co-ordination and Liaison** with solid planning and organizational skills; Worked as **Soft Skills trainer with Sharda University.**
* Worked as **Communication & Soft Skills Trainer***for* **NIIT Ltd.** and **Dynamic Training solutions** *(imparted training in* ***Sharda University)****.*
* Experience in **Training management, Co-ordination, Liaison, Writing Content and Training English language, Personality Development, Soft Skills, Placement Preparation and Development and Admissions**.
* Expertise in **corporate relations, team handling and management, preparing students for placements, Admissions and providing complete solutions of Training and Development viz Reports etc.**
* Excellent time management skills with proven ability to work accurately and quickly, prioritize, coordinate and consolidate tasks whilst simultaneously managing the diverse range of functions from multiple sources.

**Core Competencies**

Admissions ⬥ Training management ⬥ Co-ordination ⬥ Liaison ⬥ Writing Content ⬥ Training English language, Voice and Accent ⬥ Personality Development and Soft Skills ⬥ Placement Preparation ⬥ Corporate relations

**PROFESSIONAL EXPERIENCE**

**Independent Consultant – Admissions, Training, Placement. *July 12- till date***

* Doing tie up with the colleges and generating admissions for them.
* Responsible for looking after the relationship with clients viz. Colleges, Institutes, Schools and corporate.
* Working as a liaison between the clients and my organization for smooth functioning of the training programs.
* Providing complete solutions to clients in preparing students for placements, training them on communication and personality development, and providing them with essential reports.
* Training students as well as trainers on Soft Skills, Personality Development and Spoken English.
* Conceptualizing and implementing training programs for improving various skills of students so as to make them fit for the placement.
* Working as a liaison between the companies and the clients for smooth placement process.

***Achievements:***

* *Helped placing most of the students successfully across all colleges I had.*
* *Managed all clients assigned properly and efficiently.*
* *Lead the team successfully and have always achieved the targets and goals set by the organization.*

***SHARDA UNIVERSITY Aug 10- Jul 12***

***PROFESSIONAL COMMUNICATION TRAINER***

* Conducting Professional Communication Classes at University campus.
* Assisting Admission cell during the time of new enrollments***.***
* Preparing marketing strategies to promote courses and generate students’ Walk in.
* Building relations with School Principals and conducting seminars in schools to generate the business.
* Converting enquiries in to admissions successfully.
* Achieving the given targets in admissions.
* Assisting Training and Placement Cell in students’ placement.
* Preparing the candidate for the interview and make them job ready.
* Doing the counseling of the students as and when required.
* Giving the presentations in various organizations for placement tie ups.

***Additional Duties:***

* Conducting Visits to various Hostels within the campus and making report on them.
* Part of every activity under the per view of DSW (Dept. of students’ welfare).

**DYNAMIC TRAINING SERVICES PVT LTD *Aug 09- Aug 10*
SR. ENGLISH/SOFT SKILLS TRAINER**

* Doing the tie ups with new colleges and generating business for the organization.
* Conducting placement drives at client’s site.
* Meet batches periodically to counsel and motivate trainees.
* Manage and develop the training Content for Communication training.
* Conducting English training sessions at colleges and corporate.

**NIIT LIMITED  *Aug 06- Aug 09***

**ENGLISH INSTRUCTOR**

* Manage and develop the training Content for Communication Classes.
* Assisting the admission cell in generating more enquiries and counseling them.
* Giving the presentations in schools to generate more Walk in.
* Converting enquiries in to admissions successfully.
* Achieving the given targets in admissions.
* Conducting English Classes at the Center.
* Meet batches periodically to counsel and motivate trainees.
* Preparing the candidates for the interviews.

***Achievements:***

* *Students accepted me as a good trainer it’s a big achievement for me.*
* *It was my first job hence learnt nuances of the trade and learnt a lot.*

***Other Clients:***

Satyam Fashion Institute Noida⬥ KKR Info solutions ltd (BPO) ⬥ HCL⬥ ICICI Bank⬥ IHM Pusa⬥ IRCTC⬥ RIET Kanpur ⬥ Dr. M.C Saxena ( Lucknow) ⬥ Greater Noida Institute of Technology ⬥ Mangalayatan University (Aligarh) ⬥ DCM Data Systems (Gurgaon) ⬥ Almamate IT Solutions ⬥ Top Rankers Management Consultants⬥ Delhi Institute of Advance Studies⬥ Birla Shloka Edutech limited⬥ CD International School Gurgaon ⬥ Arya Institute of Engineering and technology Jaipur.

**EDUCATIONAL CREDENTIALS**

**M.B.A. (Corporate Training), 2011**

Delhi Institute of Management Studies.

**M.A (English) 2012**

EILLM University.

**B.A. 2009**

Delhi University.

**Senior Secondary 2005,**

Haryana Board.

**DIPLOMA**

AHTM (Aviation, Hospitality and Travel Management)

Frankfinn Institute 2006.

**CERTIFICATE**

Certification as an English Trainer from Dynamic Training Services 2009.

**Date of Birth :** 20th March 1986

Languages Known : English and Hindi

**Marital Status :** Unmarried

**Hobbies :** Playing Badminton and Listening to Music

**References :** Available on request