

# Himani Khatri

Soft Skills And PD Trainer

 Faridabad, Haryana, 121001

 9310007667

 spokenengworld@gmail.com

Proactive Soft Skills Trainer with dedication to helping individuals flourish in workplace. Educated in wide breadth of training techniques to deliver well-rounded programs that address each employee's unique needs. Offering 9 years of training experience and expertise in motivation and public speaking.

## Skills

- Interviewing skill
- Decision-Making
- Problem-Solving
- Public opinion understanding
- Story development

## Work History

2014-01 - 2017-12

### ● HR Cum English Trainer

*Fluent Institute , Faridabad , Haryana*

- Directed hiring and onboarding programs for new employees.
- Interviewed potential hires, negotiated salaries and benefits and performed reference checks.
- Developed succession plans and promotion paths for staff.

2017-09 - 2019-02

### ● Soft Skills Trainer

*Orion Edutech, Faridabad , Haryana*

- Monitored growth and development of individual soft skills and Applied interpersonal and motivational skills to facilitate program engagement and promote adherence to principles taught during trainings.

2019-03 - 2021-11

### ● English and PD Trainer

*Spoken English World, Faridabad , Haryana*

- Evaluated students' abilities and grasp of English language, keeping appropriate records and preparing progress reports.
- Developed interesting lectures and educational activities to maximize learning within classroom.
- Planned, prepared and delivered lessons to students daily.

2014-03 - 2016-10

## Education

### ● Bachelor Of Arts: Art Teacher Education

*M.T.V.M - Faridabad*

## Interests

- Acting
- Anchoring
- Event management and hosting