

PRERNA ANAND

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PROFESSIONAL SUMMARY

A Trainer with 13+ years of experience specializing in learning and development (L&D), program management, staff development, and training curriculum for group or 1-o-1 sessions. A proven record of developing and implementing engaging training programs to facilitate personal & professional growth.

KEY SKILLS

- Certified Functional Grammar Trainer
- Training need analysis
- Client/ Lead Management
- Consulting
- Business Presentations
- YouTube Video creation
- Business Marketing (Social Media Handling)

WORKSHOPS

- Business Communication
- Soft Skills & Personality Development
- Behavioral Training
- Functional Grammar
- Critical Thinking
- Vocabulary Building
- Time Management

IT Skills

- PowerPoint, MS- word, Excel
- Adobe

EDUCATION

- **Eastern Institute, Sikkim University**
Bachelor of Arts
2009 – 2012
- **Adarsh Public School (Delhi)**
CBSE (12th) – 2008
- **Adarsh Public School (Delhi)**
CBSE (10th) – 2006

PROFESSIONAL EXPERIENCE

Engmates (Delhi)

Master Trainer (Apr 2013 - Present)

Key responsibilities

- Corodinated on training need analysis
- Provided training for student, professionals & beginners and preparing them for real life situations on functional & business grammar
- Assisted with the development and management of training materials
- Designed, developed & implemented training curriculum for communication skills & personality development
- Conducted TTT sessions for new trainers
- Assisted in lead management & consultation
- Supported team in handling business's social media for marketing

Wabstalk (Delhi)

Trainer (Nov 2011 – Dec 2012)

Key responsibilities

- Conducted trainings on English grammar
- Practical sessions on spoken English
- Created content for website

LBSTI (Delhi)

Spoken English Trainer (Jan 2011 - Nov 2011)

Key responsibilities

- Facilitated training on functional grammar
- Onboard new hire trainee