

# Supali Saini

Trainer

## Contact



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## Skills

- Training Delivery
- Training Materials Preparation
- Corporate Training
- Learning Management System Development
- Competency Building
- Public Speaking
- Subjects Matter Expertise
- Communication Skills
- MS-Office

## Education

- **Masters in Arts**

### Indira Gandhi National Open University

06/2019 - 06/2022

- **Bachelors of Commerce**

### School of Open Learning (Delhi University)

06/2016 - 06/2019

## Courses

- **Communication Skills for Modern Management**

Linkedin learning

- **11 essential soft skills**

Udemy

## Languages

English

Hindi

A dependable corporate trainer is accountable for carrying out training programs, identifying the best solution to meet business goals, executing the annual training plan, and completing team duties. A strong ability to communicate efficiently assists with staff training and fosters overall success. I have successfully enhanced the soft skills of diverse audiences across various industries. Proficient in E-learning platforms, I bring adaptability, empathy, and effective presentation skills to create enriching learning experiences

## Work Experience

### Process Supervisor at iEnergizer from March 2024 - Present, Noida

- **Training & Onboarding:** Lead hands-on training for new team members, ensuring they understand their roles and company processes.
- **Process Knowledge Sharing:** Provide ongoing guidance and share expertise on operational procedures to help team members maintain high performance.
- **Performance Monitoring:** Observe new hires, provide feedback, and recommend additional training to address skill gaps.
- **Team Support & Motivation:** Serve as a resource for new employees, promoting a positive and inclusive team environment while ensuring adherence to safety protocols.

### Content Deliver and Writer at Henry Harvin from July 2022 to March 2024, Noida

- **Developed Engaging Training Content:** Created high-quality, impactful training materials and course - related content for diverse audiences to ensure effective learning.
- **Managed Multiple Training Projects:** Delivered training sessions on time while handling multiple projects with precision and attention to detail.
- **Designed Interactive Learning Tools:** Developed PowerPoint presentations, quizzes, and multimedia assessments to enhance engagement and learning outcomes.
- **Conducted Research for Effective Training:** Researched and analyzed topics to create relevant and up-to-date educational materials.

### Soft Skill Trainer Freedom Employability Academy Jan 2018 - June /2022

- **Integrated Soft Skills Training:** Focused on voice and accent development to enhance cognitive skills and communication.
- **Guided Continuous Learning:** Encouraged students to use MOOCs for ongoing skill development, with an emphasis on voice and accent improvement.
- **Collaborated on Training Programs:** Conducted needs analysis and implemented targeted programs, including voice and accent training.
- **Fostered a Positive Learning Environment:** Motivated teams and emphasized voice and accent modulation for effective communication.
- **Led Co-Teaching Workshops:** Delivered sessions on leadership, critical thinking, and creative writing, adapting to diverse needs while focusing on effective voice communication.