

Soft skills

12/12/2019 COMMUNICATION AND PRESENTATION SKILLS

Mrs.Hilda Xavier

Communication is a most important skill for any business to grow and win. Keeping this in the mind the HROD department organized this programme with special reference to formal and informal communication learning along with good presentation skills. Students from HROD programme got benefited out of this.

HILDA XAVIER

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Mob No.9940225134

Objective

To seek the position of a consultant in an organization that emphasizes and encourages creativity fused with professional excellence and to serve with my maximum efforts towards its progress and hence, mine.

Education

Degree	Year of Passing	Division
Masters in English Annamalai University	2001-2003	I Class
PGDHRM Pondicherry University	2001	I Class
Bachelor of Corporate Secretaryship Pondicherry University	1994-1997	I Class

Additional Qualification

- Awarded with **British English Certificate**, which includes -
 1. Basic Skills of Listening, Speaking, Reading and Writing,
 2. Phonetics, Lexicon,
 3. English structure, Communication,
 4. Transcription, Correspondence and
 5. Public Speaking.

Assets

- ❖ Leadership qualities endowed with other qualities like integrity, sense of judgment selflessness, discipline, imagination, ambition and humaneness
- ❖ Highly motivated to work as a team
- ❖ Can adapt to any environment
- ❖ Effective communication skills
- ❖ Thirst to discover many new aspects in whatever the field I am given opportunity.

Linguistic Proficiency

English, Hindi, Tamil, Malayalam

CAREER SUMMARY

Accomplished educator with demonstrated ability to teach, motivate, and direct students while maintaining high interest and achievement. Articulate communicator able to effectively interact with diverse population of students at a variety of academic levels. Consistently maintaining excellent relations with the students, faculty and administrators. Self-motivated with strong planning, organizational and leadership skills.

PROFESSIONAL EXCELLENCE SUMMARY

- Have an extensive experience in teaching different adults as well as children community from distinctive cultural surroundings.
- Have extensive communication and organizational proficiencies along with interpersonal skills.
- Have exceptional counseling experience to develop fundamental skills in society norm.
- Have a quality for adopting new concepts of studies as well as responsibilities.
- Implemented various interpersonal expertise and contracted with a number of students, educational activities and peer professionals as well.
- Able to accomplish immediate and long term goals and also operating deadlines.

PROFESSIONAL EXPERIENCE

Currently working as a Freelance Trainer For

- Sai Axis (S.R.M Groups)
- Royal Bank of Scotland
- Sieger Training Consultants Private Limited
- Jade Training Resources Private Limited
- Paradigm Shift Consulting Private Limited
- Siksha Corporate Consulting Pvt.Ltd.
- Zeal Private Ltd.
- Bull Academy Pvt.Ltd
- Layam Management Solutions Pvt.Ltd
- Axiomacadamy Pvt. Ltd
- Match Point Pvt Ltd
- Digital Technology Pvt Ltd
- EDC Global Solutions Pvt Ltd

Corporate English Trainer, Speak Easy (Zeal) Chennai.

- Have an extensive experience in teaching English at various levels for corporate sectors with different groups of trainees.
- Have an extensive experience in training Corporate and College Students in various soft skills.

Conducted trainings in:

- Royal Bank Of Scotland
 - Cognizant Technology
 - Whirlpool Pvt. Ltd
 - Digital Technology
 - Government Post Office
 - Sairam Engineering College
 - RMK College of Engineering
 - Meenakshi Collage of Engineering
 - Vaishnav College for Women
 - Achariya College of Arts and Science
 - Sevenglish Pvt .Ltd
 - Anna Adersh College of Arts and Science
 - Hasentech Software Solutions
 - Taurus &Taurus Software solutions
 - Viola Engineering Solutions Ltd.
 - Sri Krishna college of Engineering
 - Kumararani Meena Muthaiah College of Arts & Science
 - Adhi Parashakthi Collage of Engineering
 - Easwari Engineering Collage
 - SRM University
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- August 2005 to March 2006

Executive HR at Mafoi Management Consultants, Pondicherry.

- Career Counseling for fresh graduates
- Conducted Training programme on Interview Techniques.
- Special coaching on Soft Skills and Personality Development Programme.
- Coordinating for placement of trainees in MNC's

PERSONAL DETAILS

Address : #233 VGP Nagar, 2nd Floor,
Justice Krishnan Street,
Mogappair West, Chennai - 600037
DOB : 21st June 1974

Place: Chennai

Hilda Xavier

ADRAS SCHOOL OF SOCIAL WORK (AUTONOMOUS) 32, Casa Major Road, Egmore, Chennai-60000

M.A HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

2019 Batch

SOFT SKILLS

Sl. No	Register No	Student Name	Signature
1	1915782021001	ANGEL S	
2	1915782021002	ARUNMOZHI N G	
3	1915782021003	ASHRUTA R	
4	1915782021004	BALAJI J	
5	1915782021005	BEULAH IRENE JOANNA	
6	1915782021006	BHAGYALAKSHMI B	
7	1915782021007	DEEPTHI SAI A	
8	1915782021008	DISHA T	
9	1915782021009	DIVYA BHARATHI S	
10	1915782021010	DORINA RUTH NITTLA	
11	1915782021011	DURGA MENON	
12	1915782021012	GAYATHRI V V	
13	1915782021013	HARISH RAGHAVAN	
14	1915782021014	ILAYABARATHI R	
15	1915782021015	JONAN TIMOTHY RITESH N	
16	1915782021016	KEERTHANA B	
17	1915782021017	KEZIAH EVANGELINE V	
18	1915782021018	NILA M	
19	1915782021019	NOWSATH ALI M	
20	1915782021020	PAVITHRA VIJAYARAGHAVAN	
21	1915782021021	PRIYANKA S	
22	1915782021022	RANJEEKA M P	
23	1915782021023	SAMYUKTHA RAO G	
24	1915782021024	SANJEY KUMAR A J	
25	1915782021025	SATHISH KUMAR S	
26	1915782021026	SEAN MARIE NUNES	
27	1915782021027	SHRIPRADHA P V	
28	1915782021028	SIBIA SARAH JACOB	
29	1915782021029	SRUTHI A S	
30	1915782021030	SURAJ M S	
31	1915782021031	THENNAVAN D	
32	1915782021032	THILAK RAJ S	
33	1915782021033	VAISAK R S	
34	1915782021034	VARSHA A	
35	1915782021035	VINITHA M	
36	1915782021036	WINSLET BELCIYA M	

37	1915782021037	CHRISHTINA R	
38	1915782021038	SANJNA SURESH	
39	1915782021039	ABINAYA AS	
40	1915782021040	GIFTCY TRINITA J	
41	1915782021041	MAGESWARI N	
42	1915782021042	PAVITHRA P HARIDASAN	
43	1915782021043	VAISHNAVI P	
44	1915782021044	WILFRED ANTONY AJAY V	



S. Sivaranga
(Asst. project head).

P. S. S. S.
(Soft Skills Co-ordinator)

Madras School of Social Work

Soft Skills

Students Feed Back Form

Name : KEERTHANA.B Department: MAHROD Batch : 2019 - 20

Feedback (5 – Excellent , 4 – Very good , 3- Good , 2- Fair , 1- Poor)

1. Trainers Extensive Knowledge on the Topic: 5
2. Class Control and Effectiveness in delivering the content: 4
3. Involvement and Interaction with all students: 4
4. Preparedness of Trainer and Content structure: 4
5. Extent of exposure on the topic and content structure: 3