Sabiha Sulthana

Program Specialist - Training

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EXPERIENCE

Program Specialist-Training – TNS India Foundation (Jan 2022-Present)

- Planning, coordinating, Implementing and execution of training program.
- Enhancing the competencies of Youth by designing and conducting Soft skills training.
- Developing and designing learning material and assessments
- Mobilizing and conducting Orientation sessions for the college and corporates.
- Coordinating the collection, compilation and analysis of Program data.

Associate – Learning & Development – Myfirstxp by Zolo (August 2021 – Dec 2021)

- Guiding students for interview readiness through Myfirstxp internship and Jobs.
- Collaborating with the placement team to ensure timely internship for students
- Creating and developing content for the training program

Employability Skills Trainer, Dr. Reddy's Foundation (Dec 2019 – August 2021)

• Trained the trainees on Employability skills training program which included Integrated module (Interview skills, Communicative English, Communication skills, Work Readiness and Soft Skills) Using AKVT Methodology.

- Created Content Related videos And Revamped Content.
- Assigning and Monitoring Progress in LMS.

Process and Soft Skills Trainer ,Big Basket , Chennai (Sep 2019– Dec 2019)

• Developed Schedule to fulfill Training needs.

•Conducted New Hire training, OJT, Refresher training for the employees.

•Conducted Assessments and monitored progress of new joinees.

Life skills Trainer, Only Success Leadership Academy, Chennai (Jun 2018– To Apr 2019)

• Worked as a life skills trainer for children aged 6 to 18.

• Was a part of Mentor and Judging Panel in Summer camps and Workshops.

PERSONAL PROJECT

1. Job Interview Project for Engineering students.

Duration: 1 month

Responsibilities: Instructional Design, e-learning development, storyboarding.

Technologies used : Articulate storyline, Mindmeister

• Created a scenario based e learning project for engineering students on Job Interview.

PROFESSIONAL CERTIFICATION

Instructional design for E – learning (2022) Udemy – Online course

MOST PROUD OF



Highlight 1 | Top takeaway from Experience Conducted training and Camps for an audience of more than 800 students



Highlight 2 | Contributions to others

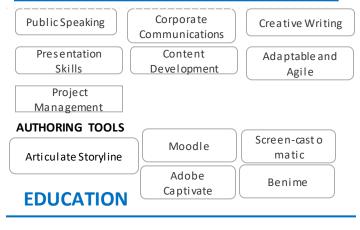
Conducted Training and Placed More than 300 People with Disabilities which includes Orthopedically handicapped, Hearing Impaired and Visually Impaired.



Highlight 3 | Personal proud moment

Got an opportunity to present my performance Planin Annual meeting in DRF.

SKILLS & SOFTWARE





Post Graduation | Biotechnology (2016-2018)

Vels University | Chennai

Languages Known

• English, Urdu, Hindi, Tamil, Arabic

