

Sabiha Sulthana

Program Specialist - Training

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My Portfolio : [Link](#)



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 joiners.

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 Plan in Annual meeting in DRF.

SKILLS & SOFTWARE

Public Speaking

Corporate Communications

Creative Writing

Presentation Skills

Content Development

Adaptable and Agile

Project Management

AUTHORING TOOLS

Articulate Storyline

Moodle

Screen-cast o matic

Adobe Captivate

Benime

EDUCATION

Post Graduation | Biotechnology (2016-2018)

Vels University | Chennai

Languages Known

- English, Urdu, Hindi, Tamil, Arabic