NAMRATA CHAWLA

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**Project Management| Consulting| Teacher Training| Student Mentoring| Career Counseling| Skill Development| Soft Skills Development| Stress Management| Goal Clarity| Time Management| Conflict Management| Personality Assessment and Development| Team building| Change Management| Problem Solving| Decision Making|**

# |Qualified MBTI Practitioner| Soft Skills Trainer| Behavior Training Specialist| Career Counsellor|

**SUMMARY**

Multi-faceted professional having more than 2 decades of combined experience in Education & Student Counseling as well as Entrepreneurial roles. Evolved into a core, qualified and expert Educationist, Counsellor & Skill Development professional, with expertise in working closely with students & parents as a supportive advisor through the challenges of micro as well as macro environment. Expertise spans across career development, academic achievement, social behavior, and mental & physical health. Recognized for ability to build rapport with students and collaborate with teachers and parents to establish effective support networks. Leveraging education & professional experience to cultivate a stimulating and supportive environment to allow the students to reach their fullest potential.

Recognized as an Educationist and Student Enabler, passionate about stirring positive changes among students. Innate capability to identify learners who need mentoring, implementing confidence-building activities, identifying barriers to learning, monitoring student progress, organizing group activities, and taking part in educational opportunities to update their knowledge. Possess exemplary analytical skills, empathy, a non-judgmental approach, and problem-solving ability.

Effective communicator with a track record of anticipating needs implementing programs evaluating results and using outcomes to plan for further improvement. Successfully mentors’ members of cross-functional teams providing exceptionally high level of support toward goal achievement. Experience of delivering interactive experiential workshops on facilitation skills, cross cultural communication, tolerating dissent and developing professional development and change management.

**Training and Development**

Sept’22-Jan’23 Teacher Trainer for Macmillan Education

July’22 till date-Leadership trainer with Personage

October ’21 till March’22- Part time Language Trainer with 1 to 1 Progress

March’23 till date-Counselling psychologist with Nirvana App

April’20 till date Aristocrat- Online Zoom workshops on Advanced Presentation skills, Active Listening skills, Interpersonal skills and Storytelling, Email writing.

June-July ’22 Financial Literacy Training for Delhi Skill and Entrepreneurship University

September ’21 HCL Techbee Webinar for students

1 Jan ’21- Empaneled as a coach with True Purpose Worldwide

Dec ’20-Feb ’21- Communication workshop with the Department of Education, Tripura and Macmillan Publishers

Aug ’20- Sept ‘21 Part time Trainer faculty with Safe Educate

July-Sept’20- Tecuto Education- Psychological Assessment for students.

April’20- till date online English trainer with Tutorcomp

March ’20- CitiXsys Workshop on Corporate Communication and Body Language

2019-December-February ‘20 Pullman Hotel Corporate communication training to the managers.

**May 2019- till October ‘21 Linguistic Academy**

* Performing the role of an English language trainer.
* Performing a multi-faceted role focusing on personality training, IELTS training and language assessments.
* Interacting with the prospective as well as existing students, identifying their skills, mapping them with the market & industry preferences and suggesting suitable career choices

**Sept- Dec 2019- Delhi English Project cycle 3**

**June 2019-Delhi English Project cycle 2**

**Senior Teacher**

* Spearheading a team of ~ 15 teachers, while shouldering end-to-end responsibility of their professional development and performance management activities
* Responsible for ensuring Teaching Quality Standards for teaching and learning are met, while implementing effective systems & mechanism to gather learner and teacher feedback, while keeping a tab on the attendance records as well
* Playing a pivotal role in ensuring in-depth analysis of data to determine underlying learner needs and identify improvements to course & service delivery
* Handling the entire Documentation & Reporting for end of course reports to be submitted to the Academic Manager
* Responsible to identify teacher training needs based on objective tools including a minimum of two observations per teacher and per cycle

**September 18- Nov 18: Delhi English Project**

* Performing the role of an English language trainer.
* Completed two batches of spoken English program, successfully completing pre and post assessment for the class 11 students on the cefr levels.

# November 2018- April 2019: International Language School of Canada English Language Trainer/ Program Manager

* Performing the role of an English language trainer, having successfully led the Learn to Earn Program for the institution as well in the past
* Successfully trained and placed students in varied spheres of industry through focused & tailor-made enablement approach

# 2017- 2019: Terracotta Learnings

**External Consultant/ Life Skills Workshops (Delhi/NCR Schools)**

* Undertook & executed independent project-based assignments across the country for the organization
* Engaged with the student community while conducting life skills workshops in various schools such as Gyanshree school, Noida and Heritage School, Vasant Kunj
* Assessed & delivered tools based & experience-based learning sessions involving emotional skills, logical reasoning, critical thinking & social skills apart from thinking skills, social skills & emotional well-being for school students.

# 2017: 2018 April-March: Himjyoti School, Dehradun

* Taught & tutored students by planned, prepared & presented lessons as well as exercises, questionnaires and assignments for students of class 11 especially focusing on the spoken English.

# 2016- 2017: Univariety, Hyderabad Freelance-Trainer/Counseling Consultant

* Conducted detailed analytical workshops & one-on-one student counseling sessions with young students to enable & empower them for future employment opportunities and critical higher education decisions
* Collaborated with the entire ecosystems including teachers, administrators and parents to ensure synergetic efforts are in place to drive the students in a positive manner towards their aspirations & goals
* Supported students to understand and overcome social or behavioral problems through individual and group counseling

# Apr 15- Sep 15: Blue Bells International School, New Delhi PRT

* Taught & tutored students by planned, prepared & presented lessons as well as exercises, questionnaires and assignments for students at various levels
* Stayed up to date with changes and developments in the structure of the curriculum

**ENTREPRENEUR/ BUSINESS LEADER/ MARKETING SPECIALIST/ GENERAL ADMINISTRATION| PEOPLE CONNECT**

# 2009-2012: Goodwill Hospital, Noida

**2006- 2009: Karina Hotels (Serviced Apartments), Delhi-NCR 2002-2005: Clothing Line “Irrespective”**

**1998-2002: Law firm**

* Excelled in developing business strategies, allocating resources, hiring & managing staff, maintaining business accounts, developing & implementing marketing plans and ensuring high quality customer service
* Demonstrated exemplary skills including Vision, Leadership, Business Acumen, Team Building, Finance & Budgeting and Customer Engagement to drive businesses across industries including Healthcare, Hospitality, Apparel and Legal Consultancy

**CERTIFICATIONS**

* MBTI Certification from CPP Asia Pacific
* Certificate of English Language Teaching to Adults (CELTA), British Council
* Train the Trainer (IELTS) FROM British Council
* Completed certification on ‘How to change a life’ organized by Centre for Social and behavior change (CSBC) and AshokaEx- 2022
* Certified Trainer for National Skills Development Corporation (NSDC)
* Certified Master Trainer for National Skills Development Corporation (NSDC)
* Green Belt Certified Career Counsellor (GCC) from University of California and LA
* Parenting Skills Guidance & Counseling Expert | Feeling Minds (Under Dr Chinu Aggarwal, Founder Director) | Jan 2018
* Certified soft skills trainer from ICBI
* Train the Trainer accreditation from NABET (Quality Council of India)
* Prevention of Sexual harassment at Work (POSH) from Centre for Skill Development & Training
* Currently completing Associated Certified Coach (ACC) accreditation from International Coaching Federation (ICF)

**ACADEMIC CREDENTIALS**

* Post Graduate Diploma in Counseling Psychology | Institute of Behavioral and Management Sciences | 2018
* Clinical Hypnotherapy | Hypnotherapy | 2018
* Neuro Linguistic Programming | Richard Brandler
* B.Ed. | Lucknow University | 2014
* Bachelor of Commerce | Delhi University | 1997

**ADDITIONAL INFO**

* Empaneled as a Teacher Trainer with Next Education
* Teacher trainer with Edudrome for providing BBC spoken English program across schools for grade 3-8