PREM KUMAR RANJAN

9708127985 | ranhjan007@gmail.com | Arwal, Bihar

PROFESSIONAL SUMMARY

Experienced Employability Skills & Soft Skills Trainer with 5+ years of experience in delivering training on communication skills, personality development, resume writing, interview preparation, and workplace readiness. Successfully trained **3000+ students** across various educational institutions, helping them enhance employability skills and career readiness. CTET & STET qualified professional with expertise in student mentoring, classroom management, and career guidance.

PROFESSIONAL EXPERIENCE

Soft Skills Trainer | Mahindra Pride Classroom (Naandi Foundation) **2021 – Present**

- Successfully trained **3000+ students** in Employability Skills and Soft Skills programs.
- Conduct sessions on Communication Skills, Personality Development, Resume Writing, and Interview Preparation.
- Mentor students for career planning, goal setting, and professional development.
- Facilitate mock interviews and placement readiness activities.
- Prepare training content, presentations, and assessment reports.
- Coordinate with institutions and stakeholders for effective program delivery.

CORE SKILLS

- Employability Skills Training
- Soft Skills Development
- Communication Skills
- Personality Development
- Career Counseling
- Resume Writing
- Interview Preparation
- Classroom Management
- Student Mentoring
- Presentation Skills
- MS Office (Word, PowerPoint, Excel)
- Leadership & Team Coordination

EDUCATION

Bachelor of Education (B.Ed.)
Mundeshwari College, Patna (AKU)
79% | 2021

Bachelor of Science (Mathematics)
S.J.S College, Kurtha, Arwal
59.6% | 2016

CERTIFICATIONS

- **CTET (2021)**
  Qualified Paper I & II
- **STET (2024)**
  Qualified (Mathematics)

LANGUAGES

- Hindi
- English

ADDITIONAL INFORMATION

- **Driving License:** Available

KEY ACHIEVEMENT

Trained **3000+ students** in Employability Skills, Communication Skills, and Career Readiness Programs.