SWETA KUMARI

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Training & Employability Program Specialist — Soft Skills Trainer — Program Coordinator

PROFESSIONAL SUMMARY

Training and Employability Professional with 7+ years of experience in skill development, youth employability training, and program coordination. Proven expertise in delivering soft skills, communication, and career readiness programs while supporting training operations, mentoring trainers, and monitoring learner progress. Skilled in curriculum development, training delivery, assessment tracking, reporting, and stakeholder coordination.

CORE SKILLS & EXPERTISE

- Training Program Coordination
- Soft Skills & Communication Training
- Employability & Skill Development Programs
- Trainer Mentoring & Facilitation Support
- Curriculum Development & Lesson Planning
- Training Operations & Program Management
- Monitoring, Evaluation & Reporting
- Student Progress Tracking & Assessments
- Interview Preparation & Placement Readiness
- Activity-Based & Experiential Learning
- Stakeholder & Team Coordination
- MS Office, Google Workspace, Online Learning Platforms

PROFESSIONAL EXPERIENCE

Skills Trainer April 2026 – Present
Anudip Foundation

- Prepare students for interview preparation, resume writing, employability skills, life skills, and overall skill development.
- Deliver training on communication skills, personality development, confidence building, and workplace readiness to improve students' professional effectiveness.
- Design and conduct sessions on resume writing, interview preparation, body language, and professional etiquette to enhance placement readiness.
- Conduct mock interviews, group discussions, role-plays, presentations, and interactive activities to strengthen communication, confidence, and interpersonal skills.
- Guide students in developing professional communication, spoken English, teamwork, problem-solving, time management, and workplace behavior.
- Provide individualized mentoring and feedback to identify learning gaps and support students' continuous improvement.
- Prepare lesson plans, training materials, activities, assessments, and practice exercises aligned with employability and placement requirements.
- Monitor student attendance, participation, learning progress, and assessment performance; maintain relevant training records and reports.
- Support students in understanding workplace expectations, professional etiquette, email communication, interview behavior, and career readiness.
- Collaborate with internal teams and stakeholders to support training delivery, student engagement, placement preparation, and program objectives.

Soft Skills & Employability Trainer – BSDM Project December 2025 – April 2026
Orbiqe Technologies Pvt. Ltd.

- Delivered structured training on communication skills, personality development, confidence building, and workplace readiness under the Bihar Skill Development Mission (BSDM) program.
- Designed and conducted sessions on resume writing, interview preparation, body language, and professional etiquette to enhance placement readiness.
- Facilitated interactive learning activities, group discussions, mock interviews, and presentations to improve students' communication and confidence.
- Mentored and guided students to strengthen spoken English, teamwork, and professional behavior.
- Supported placement preparation and employability skill development, ensuring students meet industry expectations.
- Coordinated with the training team and management to plan sessions, monitor student progress, and maintain training quality.

Soft Skills Trainer March 2025 – December 2025
Early Skills

- Delivered training sessions on spoken English, communication skills, and workplace behavior.
- Facilitated group discussions, role-plays, mock interviews, and presentations to improve student confidence.
- Supported students in resume writing, email etiquette, and professional communication.
- Conducted pre- and post-assessments to measure learner progress.

Branch Manager March 2023 – February 2025
Freedom Employability Academy

- Managed delivery of soft skills, English communication, and employability training programs.
- Supervised and mentored trainers to ensure high-quality facilitation.
- Coordinated training schedules and student engagement initiatives.
- Monitored student performance through assessments and progress reports.

Deputy Branch Manager June 2021 – March 2023
Freedom Employability Academy

- Supported branch operations and coordinated communication and employability training workshops.
- Assisted in developing curriculum modules and training materials.
- Maintained learner data, attendance, and training reports.

Soft Skills Trainer December 2018 – June 2021
Freedom Employability Academy

- Delivered communication and professional development training.
- Conducted mock interviews and resume preparation workshops.
- Designed role-plays, presentations, and group discussions.

VOLUNTEER EXPERIENCE

Volunteer Facilitator July 2018 – December 2018
Freedom Employability Academy

- Delivered spoken English and communication workshops for youth.
- Encouraged confidence-building and employability readiness through interactive sessions.

EDUCATION

Master's in English 2022 – 2024
University of Delhi

Bachelor of Arts 2018 – 2021

University of Delhi

Commerce (Class XII) 2016 – 2017
Indian National College

CERTIFICATIONS

Soft Skills & Personality Development – Freedom Employability Academy 2018

HOBBIES & INTERESTS

Reading, Public Speaking, Traveling, Mentoring Youth