

Anil Ohri

9871967043, Email: anil.ohri@gmail.com

Summary: (5+ years of Experience)

- **Soft Skills and Spoken English Trainer.**
- Level **C1** in English CEFR (**British Council**) and **TEFL Certified**.
- **Excellent English Grammar, Research, Communication, Presentation, and Training Skills.**
- **Proficient in MS –Office, Google Docs, and other IT technologies.**
- **Content Writing** (*Content Planning, Writing, Proofreading, Analysis & Research*)
- Extensive experience as an **IT professional trainer**.

Core Competencies

- **English Grammar (*Basic & Advanced*) and Spoken English Training.**
- **Soft Skills and Life Skills Training.**
- **Content Development** including *PPTs, Handouts, Activity Material, and Workshop/Class preparation material.*
- Conducted Seminars, Workshops, Faculty Development Programs (*FDP*) in Colleges and Schools.
- Prepare assessments, tests, quizzes, and solutions to questions (CEFR C1 level).
- **Worked with the Digital (IT) Literacy program by Govt. Of India and other CSR projects.**
- Experience in teaching English using LSRW model.
- Developed Course Content for IT, English, and Personality Development modules for a Cabin Crew Training Company along with training PPTs, PDFs for practice tests, and other required Material.
- Conducting Recruitment and Orientation process.

Work Experience:

- Worked with *GlobalVoice Pvt. Ltd.* as freelancer verbal ability trainer (**Freelancer**)
 - Training college students on verbal ability skills.
 - Responsible for delivery of training sessions as per the assigned schedule and within timelines and ensure smooth & regular running of batches.
 - Ensure regular batch reviews and student assessments, report student progress, and take steps to provide additional focus to support.

- Imparted training on Employability skills to School students, College students, and Job aspirants.
- Worked as **Training Manager/ Sr. Trainer** with iPro Learning Solutions Pvt. Ltd., from August 2015 to December 2019. (Freelancer)
 - Trained students on **Spoken English** and Soft skills to classes of 10-40 trainees.
 - Conducted Training and Workshops for Students, Job aspirants, College Faculties (FDP), and Corporate Employees on various Soft Skills Topics.
 - Organize training courses and orientation sessions that help employees learn necessary job skills or aid current employees in improving abilities and performance.
 - **Train Employees on English Language, Conduct sessions for Spoken English.**
 - Design course material and prepare a training plan for all the projects assigned.
 - Develop training aids such as manuals, handbooks, and presentations.
- 1 Year - English Trainer <https://t.blingabc.com/> - China July 2017 to July 2018 (Freelance Project)
- Worked as Trainer/Programmer with Xpertlogics Pvt. Ltd. Chandigarh, From 2008- July 2015
 - Experienced IT professional with 4+ years of experience in IT Management of technical and non-technical projects.
 - 3+ yrs. Trained /Students/Employees into new Technologies and non-IT topics like *Oracle, SQL, ASP, HTML, C, C++, Java, Sql Server, Visual Basic, OOPS, SDLC, MySQL, CSS and other Web related topics.*
 - Experienced 2+ yrs. in conducting Recruitment and Orientation process.

Education & Credentials

- **TEFL** certified (ESL trainer).
- **C1 (CEFR)** certification from **British Council** in English.
- MBA (Project Management), AIMT Delhi.
- BA in English and Economics, Kurukshetra University.
- 3 years Diploma in Computers.

Personal Information

Address	C126, II Floor, Jeewan Park, Uttam Nagar, New Delhi
Date of Birth	27-Dec-1984

Date:

Place:

(Anil Ohri)