



Neha Bhosale
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Pune
Facilitator | L & D Professional | Educator
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Career Summary-

L & D Professional with a strong background in Human resource management, Psychology, and Business English communication. I hold a Master's degree in Business Administration with excellent communication and interpersonal skills. 14 years experience in training, education, and corporate sectors with a strong understanding of employability skills and workplace success to train people in these areas. An empathetic person who can easily relate to people from diverse backgrounds. A passion for education, learning, and self-development has led me to this profession.

Skills-

Communication skills
Interpersonal skills
Team Management
Presentation and teaching Skills
Time Management
Adaptability and flexibility
Training design and delivery
Proficient User - MS-Office-Word, Excel, PowerPoint
Languages-Proficient in- English, Hindi, Marathi (Read, Write, Speak)

Educational Qualification-

MBA-Human Resource Management-First Class
Shivaji University-1996-1998

Bachelor of Science-Higher Second Class
Pune University-1993-1996

Certification-

- ⇒ Designing learning experience for English language classroom-Reflective teaching with information technology.
Tata Institute of Social Sciences-
Year 2020
- ⇒ Certificate in Child and Adolescent Psychology :Enhancing potential
Dyan Prabhodhini Institute of Psychology
Year 2019
- ⇒ Cambridge ESOL Certification-Business English Certification-BEC
Cambridge University
Year 2013
- ⇒ Advance Diploma in Computer Software System Analysis and Applications
Board of technical Examination, Mumbai
Year 1999

Work Experience-

- ⇒ Skillsgenix(Sept 2019-Present)-Pune-India
Training & Consultancy Services
Founder | Facilitator | L&D Professional
 - * Design & develop content for various soft skills trainings.
 - * Deliver soft skills training programs as per client requirement.
 - * Identify training needs and facilitate English language improvement programs.
 - * Career aptitude tests and career counselling services for students and professionals.
- ⇒ Cedarwood Afterschool Program
(June2019-June2020)-Pune-India
Associate Teacher
 - * Conduct Public Speaking, Creative Writing, Grammar Grip and Vocabulary development programs for students.
- ⇒ Elixir training services Pvt. Ltd
(Nov2018-May2019)-Pune-India
English Language and Soft skills trainer
 - * Training students on soft skills such as Interview skills, Presentation skills, Body language ,Time management.
 - * Facilitate English language courses for intermediate and advance learners.Facilitate Spoken English trainings for students and professionals.
- ⇒ Ryan International School
(Jan 2015-March 2018)-Pune-India
Public Relation Officer
 - * Handling admission enquiries, follow up with them for registration and admission process.
 - * End to end admission process.
 - * Interact with parents for any related issues and solve them.
 - * Coordination among faculty, staff and students for various issues.
 - * Arranging and inviting guests for school seminars, workshops etc.

- ⇒ Dnyansagar Institute of Management and Research-DIMR
(Aug 2010-Sept 2012)-Pune-India
Assistant Professor| Placement Coordinator
 - * Subjects taught- Principles of Management
Human Resource Management, Business Communication
 - * Train students for campus recruitment drive on personality development modules such as interview skills, resume writing, presentation skills, body language, telephone skills etc.
 - * Exam invigilation ,Assessments and give feedback on the same.
 - * Organize and participate in seminars, workshops and faculty development programs.
- ⇒ International School of Business and Media-ISBM
(Aug 2009-March 2010)-Pune-India
Academic Coordinator
 - * Academic coordination for post graduate management programs.
 - * Exam Planning and coordination for the same.
 - * Coordination among staff, students, external agencies, faculties for various workshops and seminars.
- ⇒ Institute of Business Studies and Research-IBSAR
(March 2008-Aug 2008)-Pune-India
Placement Coordinator
 - * Planning and executing placement related activities for MBA students.
 - * Grooming students for placement activities.
 - * Subjects taught-
Business English Communication, HRM, Principles of Mgt.
- ⇒ Dorset Healthcare NHS Trust
(March 2003-March 2004)-Bournemouth-UK
Training Coordinator
 - * Execute training need analysis ,Planning training calendar.
 - * Generate reports related to trainings.
 - * Encourage employees to participate in mandatory and statutory trainings.
 - * Allocate training resources.
- ⇒ Gedas UK Ltd
(Dec2001-June 2002)-Milton Keynes-UK
Database Administration Assistant
 - * Maintain and update database of Volkswagen and Skoda fleet management system.
- ⇒ NIIT
(June 1999-Nov 2000)-Phaltan-India
Career Counselor
 - * Counselling enquiries on various courses offered by NIIT.
 - * Encourage and follow up inquiries for enrollment .
 - * Resource allocation for the classes.
 - * Follow up with faculties for classes conducted.
 - * Take Student's feedback on the trainings conducted.
 - * Generating Marketing and admin reports.

Freelancing Assignments-

- * Office Angels-HR Consultancy-Milton Keynes UK-Office coordination
 - * Concorde Logistics Pvt Ltd-Milton Keynes-UK- Database Administrator
 - * Let's speak English Academy-Pune-English Trainer
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Hobbies-

- * Travelling to different places and explore local culture, cuisines and people.
 - * Reading specially self-help books ;helps me keep motivated.
 - * I love Gardening ,hiking and visiting nature places .
 - * I also like cooking ,listening to music and socialising with people.
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Personal Details-

- * DOB-01/04/1976
 - * Marital Status-Married
 - * Kids- One Daughter
 - * <https://www.linkedin.com/in/neha-bhosale-skillsgenix/>
 - * <https://www.facebook.com/neha.bhosale.585/>
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