



P. HELEN CHITRA

B.Com., B.Th., MCA, M.Sc. (Psychology)

Corporate Trainer

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About:

Corporate trainer in Soft skills and Business English Certificate (BEC), teaching with excellent communication skills, experienced in working in fast paced environments demanding strong organizational and interpersonal skills.

Confident and poised in interactions with individuals at all levels. Detail oriented and resourceful in completing projects; able to multitask effectively. Highly organised and dedicated with positive attitude.

Twenty plus years of experience in various verticals such as Accountant, Auditor, Front Office Executive, CSR, HR, manual tester, developer, dot net trainer, process trainer, accounts trainer, soft skills and aptitude trainer. Editing and proof reading of books and designing of cover pages play an important part.

Has completed certifications such as Microsoft Certified Professional (MCP), Australia (in VB and Oracle); Certificate in Computing (CIC) and PGDCA in computers; Business English Certificate (BEC), Cambridge University, UK; and Neuro Linguistic Programing (NLP) Diploma Certification from IIFE, Canada.

Also completed two Degrees and two Diplomas in Christian Theology.

To get a good understanding of people and the way they think, doing M.Sc. Psychology, at Madras University. Like to learn new things and keep updating my skills and knowledge.

Knows handworks like painting, drawing, knitting, sewing, embroidery, basket making, jewellery making, etc. Love speed riding of bikes and cars. The training programs are enjoyable as there is interaction and the sessions are filled with activities that make each session memorable.

Topics Handled:

Assertiveness, Behavioural skills, Body Language, Career Planning, Confidence Building, C2C, Communication, Conflict management, CSR, Creativity, Decision Making, Emotional Intelligence, Empathy, Etiquettes, First Impression, Goal Setting, Grammar, Interpersonal skills, Lateral thinking, Leadership, Listening skills, Motivation, Negotiation Skills, Personality Development, Placement Training, POSH, Positive attitude, Power dressing, Probing, Presentation skills, Problem solving, Rapport building, Spoken English, Stress management, Team building, Time management

Faculty Development Programs

TTT Certifications:

Mahindra Pride School, Global Talent Track, Trainers Circle

Personal Details:

Date of Birth: 20th April, 1970

Experience as a trainer – 10+ years