

RAJEEV JAVAHAR MANIAR

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Dear Sir / Madam,

I would like to introduce myself as a Free Lance Sales & Soft Skills Trainer / Mentor.

I have more than 15 years of experience working in Non Government (NGO) and corporate sector; wherein for 11 years I was working as a Freelance trainer and then working for 4 years on payrolls.

As a Freelance Trainer / Consultant - I have trained people on Leadership, How to develop Analytical Skills, Communicative abilities, Moral Values and many other life skill subjects. While working on payrolls - I have gained practical experience of training people on job.

I am a Certified International Trainer by Junior Chamber International more prominently known as Jaycees. Jaycees is World's largest youngest people organization, regardless of caste, creed, race or sex. You can only be a member if you are aged between 18 to 40 years of age. Any individual can be a member of this organization and presently in India we have more than 50,000 Jaycee members.

We have to appear for certain exams to get ourselves certified as a Trainer. I am an active member in Jaycees since 1990. I got my Zone Graduation in 1993 and National Graduation in 1998.

I graduated as PRIME in the year 2000 which is the 1st International degree of Certification from JCI University, USA. In 2006 I have cleared my 2nd International Certification known as JCI DESIGNER from JCI University USA

Our Curriculum includes a lot of subjects out of which some are about Adult Learning Principles, Adult Learning Techniques, Various Techniques of Teaching, How to design a course, What is Instructional Objective and many other related topics.

I have the ability to prepare a Course on any special subject for a target group as well as present as per the guidelines of the company. I am proficient in giving training in English, Gujarati and Hindi.

My Style of Training includes, Learning by Doing, Brain Storming, Exercises, Questionnaires, Role-plays and Case Studies. This totally involves the participants and their attitude towards the learning is more focused.

My detailed Curriculum Vitae is attached herewith.

It would be a pleasure to work for your consultancy / training organization and look forward for an assignment to work as a part of your organization.

RAJEEV MANIAR

CURRICULUM VITAE

NAME : RAJEEV JAVAHAR MANIAR
DATE OF BIRTH : 26TH July, 1966.
PLACE OF BIRTH : BOMBAY
LANGUAGES KNOWN : English, Hindi and Gujarati
ACADEMICS : B.Sc. (Maths) - 1987
Maharaja Sayajirao University Baroda.

TRAINING CERTIFICATION :

- Zone Trainer from Indian Jaycees, Mumbai - 1993
- National Trainer from Indian Jaycees, Mumbai - 1998
- PRIME Trainer – from JCI University, USA - 2000
- JCI Designer – from JCI University, USA – 2006

WORK EXPERIENCE (Free Lance): Around 11 years

CONSULTING ORGANISATIONS ASSOCIATED & WORKED WITH:

- IL&FS – IELTS, Ahmedabad
- Centre of Personal & Professional Excellence, Mumbai
- Door Training, Gurgaon
- Chayan Academy, Ahmedabad
- DISHA, Nadiad
- NIS – SPARTA, Mumbai
- Oranje Training, Vadodara
- Naman Associates, Vadodara
- Aspectum Consulting Pvt. Ltd., Gurgaon
- Eduriser, Mumbai
- Manthan Institute of Training, Vadodara
- Adecco Ltd., Mumbai

DELIVERED TRAINING PROGRAMS FOR COMPANIES / INSTITUTES ARE:

- Government of Gujarat Employees
- Indian Post and Telegraph, Govt. of India
- Bharti Tele Ventures Ltd. (AIR TEL)
- TATA SKY (DTH SERVICES)
- Idea Cellular Services
- Vodafone

- Nokia Cellular Services Ltd.
- Dr. Reddy's Laboratories
- Reliance Life Insurance Co. Ltd.
- HDFC Life Insurance Co. Ltd.
- Bajaj Allianz Life Insurance Co. Ltd., Baroda
- GVK EMRI -108
- Hero Honda Motors
- Divya Bhaskar – Gujarati Daily Newspaper
- D.Z.Patel (Ramol-London) High School
- Sheth P.T.Mahila College, Surat
- L.P.Savani Group of Schools, Surat
- Bank of Baroda
- State Bank of India
- Union Bank of India
- Indian Petrochemicals Corp. Ltd.
- Shilchar Electronics Ltd., Vadodara
- Elecon Engineering Ltd. V.V.Nagar
- Ambuja Cements Ltd.
- Essar Construction Ltd.
- MAX BUPA
- Bharti Axa General Insurance Co. Ltd.

Other than this I am organizing Summer Camps for Teenagers and regularly visiting number of Chapters of Junior Chamber (Jaycees) , Lions, other small scale industries all over the country and giving training programs on the following subjects to School and College Students, Members, Corporate and Executives who are from different areas.

I am Proficient in providing training on following subjects:

- Motivation – How to remain self-motivated.
- Positive Mental Attitude
- Self Discipline & Commitment
- Effective Communication
- Effective Public Speaking
- Goal Setting
- Team Building
- Effective Customer Service
- Time Management
- Seven Steps to Success
- Social Intelligence
- Human Relations
- Living together with Spouses/Family
- Leadership Skills

- Self Image
- Managing Meetings
- Product Presentation
- Accepting Change
- Emotional Intelligence
- Specific Subjects of Life Insurance
- Specific Subjects of General Insurance
- Sales Process for Insurance Industry
- Don't Worry – Be Happy
- How to Face Interviews

WORK EXPERIENCE (Job) : Around 4 Years

- **From August 2013 to March 2014**

Worked as a Training Manager @ Marwadi College, Rajkot.

My Responsibilities included Training Students of Engineering, MBA, MCA and PGDM Students for Personal Interviews, Group Discussions, Corporate Attitude Development and Communication Skills.

- **From February 2012 May 2013**

Worked as CPO (Chief Program Officer) @ Jashkamal Management Training Centre, Anand.

My Responsibilities included Training, organizing faculties & students for competitive exams, organize open training programs & seminars for Corporate and SSI units.

- **From June 2009 to March 2010**

Worked as an Asst. Director (Training), with a NGO namely Bhartiya Jain Sanghatana, Pune., This NGO was working with Gujarat Government to bring Quality Improvement in School Education of Gujarat. As a pilot project, we are working in two districts – Bharuch and Narmada.

My responsibility was to handle a team of 60 people comprising of Project Managers, Project Leaders, Co-ordinators and other office staff members. Additionally I was imparting training to teachers, staff members and students on regular basis.

- **From June 2008 to June 2009**

Working with NIS SPARTA as a TRAINER CONSULTANT at Baroda

I was deputed on assignment for Reliance Life Insurance Co. Ltd. The training was given I was training Sales Mangers and Agents. I was handling 6 Branches for imparting Training on IRDA Refreshers, Customer Service, Motivation, Attitude and Life Insurance Products

- **From April 2008 to June 2008**

I was working as BRANCH TRAINER with HDFC Standard Life Insurance C.G.Road Branch, Ahmedabad.

I was handling 3 Branches for imparting Training on IRDA Certification, Customer Service, Motivation, Attitude and Life Insurance Products to Agents and Managers

AWARDS & HONOURS ;

- In the year 1999 – I won the “**OUTSTANDING TRAINER OF THE ZONE**” honored by Indian Jaycees
- In the year 2005- I won the “**RAVI PURASKAR**” Award honored by Junior Chamber International for the Training imparted to Government of Gujarat Employees to become “KARMAYOGI”

You can also visit my website www.rajeevmaniar.com.

I look forward for your positive reply

Rajeev Maniar