



MERCURY SKILLS ENRICHMENT ACADEMY

TRAINING PLAN

Date : 17.04.2023

From: Mercury Skills Enrichment Academy	To: SRM University- Delhi NCR
Reg: Placement Training for Pre final year students of SRM-NCR (Sonepat)	Attention: Ms. Mithu Pandey, Deputy Director- Training and Placement, SRM- Sonepat
Ref: The telephonic talk with Ms. Mithu Pandey	CC : Dr.Nadesan – Director-SRM Groups, Dr.Samuel Raj – Dean Academics (SRM NCR)Mr.Manoj Madhavan Kutty-Dir.- Admin (SRM-NCR)

Respected Madam/Sir,

Greetings from MercSEA.

Thank you for giving us the opportunity to conduct the placement training for the pre final year students of your institution. The training plan and the program details are furnished below.

Number of Days	12
Number of hours /day	06
Total number of training hours	72
Total number of students	600
Number of Batches	12
Number of Trainers	12

Project Definition for B.TECH, Arts & Science, M.B.A., and Hotel Management

Course	Lesson Plan
Aptitude	Quantitative Aptitude
➤ Basic	Logical Reasoning
➤ Advanced	Verbal Reasoning
➤ Company patterns	Guesstimate
Communication Skills	Communication Testing Tool Practice on LSRW
➤ (Pearson) Versant	
➤ (AMCAT) SVAR	
Soft Skills	SWOT Analysis
	Image and Appearance Management
	Transactional Analysis – Interview based
	Creating a Vision Board
➤ Interview Techniques	Resume preparation
	Interview Handling & FAQs
	Group Discussion
	Mock Interview
	Mock Group Discussion

Project Definition for LAW BATCH

Course	Lesson Plan
Technical Study	Legal Drafting
	Pleading
	Witness examination
	Legal counseling
	Preparing for AIBE
	Legal Aptitude
Communication Skills	Legal English writing
Soft Skills	SWOT & TOWS Analysis
	Image and Appearance Management
Interview Techniques	Resume preparation
	Legal Interview Handling
	Group Discussion
	Mock Interview
	Mock Group Discussion

Training Methodology

- Instructor led Training
- One Trainer per batch of 50 participants
- Separate qualified and experienced Trainers for each batch
- Pre and Post assessment will be conducted and reports submitted.
- As per the advice of VC sir and Placement Director, tests will be conducted on Aptitude, Communication and Soft skills topics on daily basis and the scores will be submitted to the placement office.
- Trainers will conduct a recap on the next day upon the test and clear the doubts of the students.

Course Information

- Course Date: To be mentioned by the management
- Course Timings: College timing
- Venue: SRM –Sonepat College premises

Pricing

Program	No. of students	Description	Duration	No. of trainers	Cost
Placement Training Program	600	Aptitude/Law Communication Soft skills	12 days	1 trainer/batch- 12 trainers/day	Rs. 4000 /day/trainer

We request you to go through the document and call us for clarifications if any. We are open for discussion and correction. Anticipating your positive reply....

Thanking you,

With regards,

Dr. Nirmala

(Dr.Nirmala)

MERCURY SKILLS ENRICHMENT ACADEMY
No. 141, Velachery Main Road, Kamarajapuram,
Chennai- 600 073.
Ph: 9025358310, 7449028797
dr.nirkana@gmail.com
www.seemercsea.com

Thank You





USHA KAMAL

SOFT SKILLS & COMMUNICATION TRAINER

73585 -09234,
+971 52 6362926

Chennai, India.
Dubai, UAE.

usha9tis@gmail.com

LinkedIn:
<https://www.linkedin.com/in/usha-kamal-4189596a/>

I'm a soft skills & communication trainer with over a decade of experience working in the educational industries & corporates, providing valuable expertise and empowering the lives of individuals.

AREAS OF EXPERTISE

I've worked with various types of institutions where I have mastered multiple programmes like English languages, Communications, Personality development and soft skills trainings.

EDUCATIONAL HISTORY

MADRAS UNIVERSITY

BACHELOR OF COMMERCE
(CORPORATE SECRETARYSHIP)
CLASS OF 2009

ALAGAPPA UNIVERSITY

BACHELOR OF ARTS (ENGLISH)
CLASS OF 2012

GOD'S VALLEY INTERNATIONAL

JUNIOR COLLEGE, CLASS OF 2006

NEW ERA HIGH SCHOOL

GRADE 10, CLASS OF 2004

I am trained by the British Council on Business English Teacher Training and have also done the NLP foundation course

PROFESSIONAL & PERSONAL SKILLS AND RESPONSIBILITIES

- Researching and Preparing Training Modules.
- Coordinating Training Programs and Managing Team of Trainers.
- Conducting Customized Training Programs.
- Coaching and Developing Teams through Leadership and Assertiveness.
- Assessing Relevant Training needs for Individuals and Group.
- Documenting Training Progress and Reporting it to Training Operations.

LANGUAGES KNOWN:

ENGLISH, HINDI, TAMIL AND MARATHI

TRAINING TOOLS :

ENERGIZERS, GAMES, VIDEOS AND PRESENTATIONS, GROUP ACTIVITIES

PROFESSIONAL HISTORY

TRAINED AT COLLEGES LIKE :

- SRM University
 - Kalasalingam University
 - DBRAIT andamans
 - Tamarai International school ,
Tanjavur
 - Panimalar Engineering College,
Chennai,
 - Sowdamabigai college of
Engineering , Arupukottai
 - Kingston Engineering
College, Vellore
 - JKKN College, Erode
 - Sri Vekateswara Engineering
college, Chennai
 - VV college, Tisayanvillai
 - DRBCC, Chennai
- and Many More

TRAINED AT CORPORATE LIKE :

- Transtaff Solutions Pvt Ltd
 - Numerical Software Solutions
 - Tech Mahindra
 - Infoziant IT Solutions
 - Tata Consultancy Services
 - Baxter India Pvt Ltd
 - Sodecia Pvt Ltd
 - ICD India Pvt Ltd
 - Orchid pharma
 - Atos Syntel
 - Hyundai motors
 - ICICI prudential
 - Arima Exim
- and many more....

TESTIMONIALS

"...I haven't met a staff like you who can bring changes in most of the students in just four days and you are really inspiring."

Satish (Kalasalingam University)

"...I have no words to say how well you take the class and the way you swing your magic stick has invoked the feeling of confidence and positive attitude in each one of our minds."

Reshmi (Ranganathan Engineering college, Coimbatore)

"Your two days session was really effective and awesome...after your session most of them are speaking in English."

Narendran (JKKN college, Erode)

REFERENCES

TONY CALEB
CEO
INFOZIAN LABS
9600085988

SILVESTER . J. KENNEDY
FELLOW
TEACH FOR INDIA
8754761977

YASH GUPTA

CONTACT

✉ yashdonbosco@gmail.com

📍 Darjeeling, West Bengal, India

SKILLS

Python Programming Language

Machine Learning

Data Manipulation

Data Extraction

SQL

Power Bi

JavaScript Programming Language (familiar)

Figma Software

Origin Software

Arduino UNO

CERTIFICATIONS

[Supervised Machine Learning](#)

[Python for Data Science, AI & Development](#)

[Python Project for Data Science](#)

[Data Analysis with Python](#)

[Databases and SQL for Data Science with Python](#)

[Introduction to Statistics](#)

LANGUAGES

English (Professional level fluency)

Hindi (Mother tongue)

HOBBIES

Movies

Science

History & Geography

PROFILE

Hi, I am Yash Gupta. I finished my Master's in Physics in the year 2021. I have two years of work experience in a fast-paced start-up environment. I am proficient in Python, Visualization (PowerBi), SQL, Wireframe (Figma & Canva), JavaScript, Communication, and Troubleshooting.

WORK EXPERIENCE

Learning Coach

StayQrious

2021 - Present

- I impart knowledge to students in coding (JavaScript programming language) and help improve their STEM and social skills.
- I have facilitated 1300+ classes/sessions so far.
- I conduct meetings with various stakeholders to communicate students' progress and help in client retention.
- I participate in projects involving curriculum changes in collaboration with the curriculum team.

Skills: · JavaScript · Canva · Computational Thinking · Figma (Software) · Troubleshooting · Technical Support · Communication

Aptitude Trainer

Bilaspur College

2021

- I trained a class of PG students with the aptitude skills for their placement preparations.

Khubchand Baghel PG College, Bhillai

2021

- I trained a class of PG students with the aptitude skills for their placement preparations.

Skills: · Aptitude · Communication · Problem Solving · Analytical Skills

EDUCATION

Bachelor of Science Hons., Physics

2016-2019

Sri Sathya Sai Institute of Higher Learning

Project: Created a prototype simulation of Planetary motion in Python using PyGame module and, Math and Tkinter libraries.

Some Courses: Python programming, Microprocessors, Linear Algebra, Statistics, Probability, Mathematics.

Master of Science, Physics

2019-2021

Sri Sathya Sai Institute of Higher Learning

The topic of my project work was 'Development of Solid-State Electrolyte for Li-ion battery'. This work attempted to study the $\text{Li}(1.3) \text{Al}(0.27) \text{Ga}(0.03) \text{Ti}(1.6) \text{Zr}(0.1) (\text{PO}_4)_3$ system, which has a NASICON structure. Characterized its structure, morphology, and ionic transport by employing X-ray Diffraction and Impedance Spectroscopy analysis techniques. Visualized the obtained data using the Origin software extensively.

Some Courses: Arduino UNO, Scilab, Machine Learning, Quantum Mechanics, Statistical Mechanics.

THANGAVEL RAJ J

Training Consultant
Corporate Trainer



Contact Details

Phone:

+91 93641 54041

Email:

Info.profiletrace@gmail.com

Education

M.sc App Psych - Bharathiar University
MCA - IGNOU

M.A Pub Admin - Annamalai University

Certification

* Certified as NLP Practitioner by
International Association of Professional
Coaches, Counselors and Therapists

* Certified and graduated on Leadership
by District Lions Leadership Institute

* Certified by Cambridge University
"Business English Certificate"

Accomplishment

* Conducted 1500 Speed Maths Programs

* Conducted more than 150 students
orientation and career Development
Programs for various departments

* Conducted 50+ Professors
Empowerment Programs

* Trained more than 2 lakh students

* Designed and delivered the syllabus by
NASSCOM for the leading universities and
engineering colleges on Soft Skills in more
than 200 topics

Professional Summary

An insightful Training Consultant with 10 years of experience in strategic and tactic planning activities for the training requirements of College Professors, School Teachers, Students, and Skill development of Professors and Students.

A content oriented Corporate Trainer with 25 years of experience in design and delivery for Education Segments, Startup and MSME.

Strong background in Training Need Analysis, Content Design, Delivery on Teachers Empowerment Training, Corporate Soft Skills, Behavioural, Life Skills, Social Skills for Professors and Students

Skill Highlights

- | | |
|---------------------------|----------------------------|
| * Professors Empowerment | * Students Orientation |
| * English for Professors | * QA, LR, VA |
| * Skill Development | * English for Interviews |
| * Behavioural Training | * Interview Skills |
| * Classroom Management | * Speed Mathematics for QA |
| * Handling Gen Z students | * Campus to Corporate |

Experience

Education Consultant / Corporate Trainer

06/2020 to Present

Profile Trace, Tamil Nadu

- Designed and delivered training programs for Professors and Students on skill development, behavioural aspects and Speed Mathematics.
- Streamlined training operations by delivering recommendations for knowledge base processes and procedures.

Senior Associate - Training – 06/2019 to 05/2020

Focus Academy for Career Enhancement, Coimbatore, Tamil Nadu
Kerala, Andhra Pradesh, Karnataka

- Participated in continuous improvement with top level management by developing training content for students and professors for leading universities based on NASSCOM syllabus.

Trainer and Consultant – 06/1997 to 05/2019

Profile Trace, Tamil Nadu, Kerala, Andhra Pradesh, Karnataka

- Coordinated with institutional leadership to identify training and development opportunities to improve and optimize performance on behavioural aspects of the Professors and students.
- Designed and delivered Professor / Student Empowerment Program, Classroom Management, Classroom English phrases for Professors. English for Interviews, Interview Skills, Campus to Corporate, Speed Mathematics for Students to crack QA.

THIRUMALESH REDDY

+919000555039 yahoomail1979.pt@gmail.com

- **15+ years of rich educational experience of which 11+ years in Training & Students in communicative English, and 7 years as a freelancer in teaching verbal**
- **Led diverse teams of professionals and students in training and learning and facilitated training programmes in partnership with different universities and B.Tech colleges**
- **Enjoy working with people and students of diverse cultures**
- **Am passionate about helping people learn – and giving people the skills to teach others.**

Core Competencies

- Strong interpersonal, organizational, communication, presentation, negotiation, and problem-solving skills
- Demonstrated ability to communicate effectively in oral and written form
- Coordinated and administered all aspects of a training program including planning, organizing, staffing, leading, and managing the program activities.
- Demonstrated ability for innovative and big picture thinking

- Content development of training material based on Principles of Learning and Principles of Instructional Design
- Coaching and mentoring individuals on employability, empowerment through assessment, training & guidance interventions for the right career selection and quick career progression

Career Profile

August 2012 - Till date

Freelancer (VERBAL & SOFTSKILLS)

December 2005 till June 2011

**CCF (CHIEF COORDINATING FACULTY) INSTITUTE OF LANGUAGE
MANAGEMENT BENGALURU**

Responsibilities

- Training students based on the training needs identified by the inputs received from clients and other stakeholders
- Plan and organize the overall Training Programs and manage it effectively to ensure timely deliverables.
- Ability to work with diverse individuals & groups in the public, private and non-governmental and government sectors
- Regularly interact with program participants & study feedback reports to understand their expectations from the course content, explore possibilities of incorporating the expectations to increase the intensity of content.
- Provide employment enhancement initiatives to individuals by administering competency assessment tests, and by providing career counselling as well as training on writing effective CVs.

Few achievements:

- Trained, coached and mentored young teachers and trainers through my role as a **Verbal trainer**.

- Trained, around 12000 students in verbal communication for CRT,AMCAT examinations

Expertise on following Training Skills

Communication-Skill, Spoken Skills, Goal Setting, Motivation/Positive Attitude, Presentation-Skills, Time Management, Team Building, Presentation Skills, Leadership Skills, English Language Training.

Visiting and Consulting

Visiting Positions

Visiting faculty for teaching Communication and Verbal modules for MBA and Engineering graduate students at

- SVCET (Tirupati)
- Karnataka Veterinary Animal and Fisheries Science University, Bangalore.
- Sree Potti Sriramulu college of engineering and technology, Kadapa.
- KSRM college of engineering and technology, Kadapa.
- KORM College of engineering and technology, Kadapa.
- KLM College of engineering and technology, Kadapa.
- SRM College, Chennai.
- VIGNAN University, Guntur.
- CVRT College of engineering and Technology, Tadipathri.
- Maharani Ammani College, Bangalore
- Velu Institute of Engineering and Technology,
- Vasavi Engineering College
- Sandeep foundation (Nashik).
- Sarathi institute of engineering and technology, Nuzivedu.
- Paladugu college of engineering and technology, Vijayawada. • Vagdevi college of eng and technology (Warangal) • PES college of engineering, Aurangabad.
- Laqshya college of engineering (Khammam) • Sarada institute of tech and science, Khammam.
- PET engineering college, Tirunelveli.
- Dhana Lakshmi college of engineering, Chennai.
- Sri Venkateshwara college of engineering, Sree perambathur.
- KSR engineering college, Tiruchengode.
- A.V.C college of engineering, Mayiladuthurai.
- S.S.N college of engineering (ponniamanmedu, Chennai)

- Banari Amman institute of technology (Sathya Mangalam)
- ABR college of engineering and technology (kangri)
- ACE engineering college (Ranga Reddy)
- AVR and SVR college of engineering (Kurnool)
- AVS college of engineering and Technology (Nellore)
- Adams Engineering college (Khammam)
- Adarsh college of Engineering (Kakinada)
- Parishutham institute of technology and science (Thanjavur)
- Aizza college of engineering (Adilabad)
- Arunai engineering college (Tiruvannamalai)
- Panimalar Engineering college, Chennai
- DJE college of engineering and technology (Vijayawada)
- Akula Goyappa college of engineering and technology (Tadepalligudem)
- Meenakshi sundarajan engineering college, Chennai. • Audisankara college of engineering and technology (Nellore) • Satyabhama university, Chennai.
- Vijaya institute of technology for women, Vijayawada
- Aurora's engineering college (Bhongir, Telangana)
- Avanti institute of engineering(vizag)
- Sai Tirumala NVR engineering college (Narasaraopet)
- RVR & JC College of engineering (Chowdavaram)
- Velgapudi Siddhartha engineering college (Vijayawada) • Ayaan college of engineering and technology (Moinabad) • SRM institute of science and technology, Chennai.
- Buchepalli venkayamma college of engineering (Ongole) • Siddharth Institute of science and technology (NARAYANAVANAM) • St Joseph's Institute of technology, Chennai. • CMR engineering college (Kondlakoya, Hyderabad) • Vellamal engineering college, Chennai.
- St Mary's group of institutions (GUNTUR)
- Sri Venkatesan Perumal college of engineering and technology (PUTTUR)
- Dadi institute of engineering and technology (ANAKAPALLE)
- Sri Mittapalli college of engineering (Guntur)
- Vemu institute of technology (kothakota, Chittoor) • Chiranjeevi Reddy engineering college (Anantapur) • SRM Engineering college, Chennai.
- GVR&S college of engineering and technology (Guntur)

- MITS (Madanapalle institute of Technology and science), Madanpalli.
- Mother Teresa institute of technology, palamaner
- GVP college of engineering (Autonomous) VIZAG
- Kendo engineering college (Thagarapuvalasa) • Vignan university (Vizag)

Are some of the colleges I have trained for.

Academic Profile

MA	Sri Venkateshwara University , Tirupathi
TKT English Certificate (With distinction)	University of Cambridge (2012)

Strengths

- A knowledge driven professional who offers a combination of academic excellence & superior interpersonal attributes.
- Tactical and operational skills and strongly result driven.
- Highly articulate with excellent communication skills, oral as well as written.
- Able to build a new role to achieve lasting successful results.
- Fluency in English with added knowledge of other Indian languages

Personal Information

Date of Birth : 19th Nov, 1979
Nationality : Indian

Languages

: English, Telugu, Tamil, Hindi, working
knowledge of Kannada & Malayalam

SWATHI MAHALINGAM

TRAINER



TRAINING PROFILE

With 8 years of experience Soft Skill Trainer & verbal trainer, I specialize in honing communication skills, empowering individuals to express themselves effectively through spoken words. Engaging training sessions foster a positive and interactive learning environment, encouraging participants to articulate their ideas confidently. My forte lies in cultivating effective communication, engaging skills, and leadership abilities in individuals. I empower learners to master time management, enabling them to strike a perfect balance between productivity and efficiency. With a strong grasp of instructional design, I structure engaging training modules that captivate audiences. My expert presentation skills ensure trainees remain attentive and receptive, while constructive feedback and evaluation nurture continuous growth and development.

TRAINING FORTE

- Communication
- Interpersonal Skills
- Instructional Design
- Presentation Skills
- Adaptability
- Active Listening
- Motivational Skills
- Feedback and Evaluation

TOTAL WORK EXPERIENCE - 8 YEARS

Organization Worked With

- Minds Work Consulting - Bangalore
- Body Drench India Pvt Ltd - Bangalore
- Royal Sundaram General Insurance - Chennai
- KSR Institution - tiruchengode
- IMAGE Creative Education - Salem

EDUCATION

BA in English Literature

KSR INSTITUTION • 2015-2018

Diploma in Architectural Assistantship

KSR INSTITUTION • 2012-2015

CONTACT

+91 8861462162

swathimahalingam23@gmail.com



Mercury Skills Enrichment Academy

INVOICE

Date: **03.04.2023**

Invoice No : Inv/mer/23/srmd-01

From:

**Mercury Skills Enrichment Academy,
No.141, Velachery Main Road,
Kamarajapuram, Chennai-600 073.**

To:

**"SRM University, Delhi-NCR, Sonapat, Haryana
Address: Plot No 39, Rajiv Gandhi Education City,
P.S.Rai Sonapat
Haryana**

Respected Sir,

Greetings from MercSEA.

*We thank you for the opportunity given to us to conduct the training programs for your esteemed organization.
We hereby submit our invoice for the same.*

Particulars

Trainer's Name	College & Program	Date	Rate/day	Total Rs.
Furnished separately (LO Trainers)	"SRM University Delhi-NCR, Sonapat, Haryana" Placement Training for the final year students	From 17.04.2023 Till 28.04.2023	Rs. 4000 per day per trainer	400000

Total: Rs. 400000 (Rupees Four lakh only)

This is Proprietorship Company. Hence we are providing the Proprietor's Pan Card details.

In case you are transferring in the account, please note the account number mentioned below:

*Current Account Name: Mercury Skills Enrichment Academy
Andhra Bank, Medavakkam Branch
Account number: 119811100002670, IFSC UBIN0811980*

*PAN Card Number. AFNPN7037C
Name. Nirmala Bashyam.*

*PAN Card Number. AT-NPN7037E
Name. Nirmala Bashyam.*

For Mercury Skills Enrichment Academy

Dr. Nirmala
(CEO & Proprietor)





Mercury Skills Enrichment Academy

INVOICE DETAILS

Trainer's Name	College & Program	Date	Rate/day	Total Rs.	
MS. SURUCHI SONI MR. THANGAVEL RAJ MR. YASH GUPTA	SRM University	17.04.2023 till 28.08.2023	Rs. 4000 Rs. 4000 Rs. 4000	Rs. 40000 Rs. 40000 Rs. 40000	
MS. SWATHI M MR. THIRUMALESH MS. HARIN NISHA S MS. C. KAVITHA	Delhi-NCR, Sonapat, Haryana	10 days	Rs. 4000 Rs. 4000 Rs. 4000 Rs. 4000	Rs. 40000 Rs. 40000 Rs. 40000 Rs. 40000	
MR. ABBU UBED MS. USHA KAMAL DR NIRMALA			Rs. 4000 Rs. 4000 Rs. 4000	Rs. 40000 Rs. 40000 Rs. 40000	

