

# SWETHA LOBO

EXECUTIVE ASSISTANT

## CONTACT

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Chennai, India.

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## PROFILE

Dynamic Executive Assistant with extensive experience in supporting sales and retail executives. Proven track record in providing top-tier administrative support and streamlining operations to enhance efficiency. Skilled in sales training coordination, including curriculum development, scheduling, and delivery. Adept in coordination, organization, and communication to drive team success. Known for exceptional organization, attention to detail, and ability to thrive in fast-paced environments. Passionate about contributing to sales team success through effective support and training initiatives.

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## WORK EXPERIENCE

### Executive Assistant

Kaleesuwari Refinery Private Limited

July 2023 - Present

- Implementing HR training programs designed to deliver comprehensive training tailored to various sales roles, experience levels, and product.
- Providing extensive product or service training to ensure sales professionals possess a deep understanding of the features, benefits, and value propositions of the offerings.
- Engaging in the end-to-end sales process to facilitate the team's seamless operations.
- Collaborating closely with sales managers and representatives to identify training requirements, collect feedback, and customize learning and development initiatives accordingly.
- Cultivating and nurturing relationships with clients, vendors, and internal stakeholders.
- Coordinating with sales, marketing, supply chain, procurement, and HR teams to optimize the sales function.
- Utilized presentation software and incorporated PowerPoint presentations for various training programs.

### Training Manager

Myrtle Social Welfare Network

Nov 2021 - Nov 2022

I have managed CSR projects for top companies, leading a team of six and training students and educators from 60+ Chennai schools.

- ViA Global Road Safety Education:
  - Trained students in classes 5 to 8 on road safety.
  - Funded by **Mahindra Rise and Michelin**, trained over 3000 students under this project.
- ViA Creative Challenge:
  - Trained pedestrian road safety to students in classes 5 to 12.
  - Includes an International Poster Making Competition in 40 countries.
  - Supported by the **Total Energies Foundation**.
- Jeevan Doot: First Responder Training:
  - Offered first responder training to individuals like shopkeepers and auto drivers in Chengalpattu.
  - Around 150 individuals have benefitted this was supported by **Tech Mahindra**.

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## EXECUTIVE ASSISTANT

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### WORK EXPERIENCE

#### Life Skill Trainer

Tieke Education Private Limited

Aug 2019 - Oct 2021

- Implementing an activity-based Life Skills Program for students from grades 1 to 12 within educational institutions.
- Hosting monthly Hypes, diverse initiatives aimed at motivating students to apply classroom learning.
- Creating engaging educational materials for grades 1 through 12 focusing on life skills, moral values, and practical civics.
- Establishing fruitful partnerships with diverse organizations and key stakeholders.
- Identifying potential candidates for team expansion to enhance talent acquisition.
- Operating in four schools, serving a student population exceeding 10,000 from grades 1 to 12 on a daily basis.

#### Freelance Trainer

Society of Magis

July 2020 - Present

- Implementing training programs in educational institutions.
- Collaborating with disadvantaged women to foster entrepreneurship skills.
- Providing soft skills training sessions.
- Delivering Prevention of Sexual Harassment (POSH) Training to multinational corporations, encompassing over 2500 employees.

### EDUCATION

**MSW - Medical & Psychiatric Social Work**

**Stella Maris College, Chennai**

2017 - 2019

**Bachelors In Social Work (BSW)**

**Stella Maris**

2014 - 2017

### LANGUAGES

Tamil

English

### SKILLS

Curriculum development

Training Need Analysis

Project Management

Analytical Thinking

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