



# Rachna Somaya Mehta

## *Soft Skills Trainer*

### **Contact**

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### **Social Media Links**

<https://www.linkedin.com/in/rachna-somaya-19486092>

<https://www.youtube.com/channel/UCRacXqmE7U0lS79nt5a8Qmg>

IG: RSomaya

LinkedIn YouTube :

Rachna Somaya

9925553991

D.O.B: 06<sup>th</sup> November 1991

## **Career Objective**

To transform an individual through imparting Soft Skills training & developing their Personality to bring about positive change.

### **A P Shubham Services – HR**

(June'14 –Oct'15)

#### Roles & Responsibility

- Training & Development
- Content Development
- Customer Relationship Management
- Recruitment
- Business Development
- Administration of routine activities

### **My City Surat- Freelancing HR**

(Jan'16- July'16)

#### Roles & Responsibility

- Recruitment

### **Divine CBSE International School-**

(April'16-June'17)

#### Roles & Responsibility

- Teaching
- Administration of routine work

*“Always try to be the Best Version of yourself each & every single Day.”*

## Skills

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Positive Attitude



Communication



Leadership



Creative



Self-Motivated



Negotiation



Interpersonal



Presentation



## Technical Skills

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Ms. Word/Excel/

PowerPoint/Canva/InShot

Photoshop

## Uka Tarsadia University

**Soft Skills Trainer (July'17-till now)**

Roles & Responsibility

- Soft Skills Co-ordinator (July 2017- till now)
- BA(JMC) Overall Co-ordinator (June 2021- December 2021)
- Content development
- Training & Development
- Coordinating of other routine activities
- BA(JMC) exam coordinator (December 2021-till now)
- BA(JMC) Social Media handler (July 2019-till December 2021)

## Education

**Master of Business Administration  
HRM**

**7.7 SPI (2014)**

Institute: S R Luthra Institute of Management, Surat  
GTU

**Bachelor of Computer Application**

**60 Percentage (2012)**

Institute: Naranlala college of professional and applied  
sciences, VNSGU

**Higher Secondary Education**

**62 Percentage (2009)**

Institute: SFA Convent High School

**Secondary School Education**

**62 Percentage (2009)**

Institute: SFA Convent High School

## Achievements

- B.A In Music (Bharatnatyam) from Gandhrav Mahavidhyalaya Trust Ahmedabad.
- Certified in C++ programming
- Certificate of Appreciation of destitute welfare of society
- Participated in Workshop cum competition on Entrepreneurship titled “Idea to execution for Entrepreneurs” held by Nature Talent Academy and Intaglio 2013 International Business Summit of IIM Calcutta.
- Participated in workshop on Time Management Institute of Management.
- Participated in Faculty Development program and was awarded with outstanding performer.
- Trained soft skills to 11000+ students from various fields like Commerce, Management, Engineering, Nursing, Physiotherapy, Science in the area of soft skills.
- Participated in a workshop on 21st Century education Bridging gap between Industry & Academia.
- Participated in Faculty Development Program on “Skills required from a warrior teacher.”
- Coordinated the event of volunteering and giving by Nitin Shah.
- Coordinated the expert talk on Let’s Talk on untalkable.
- Coordinated the workshop on Self Defence By Dr. Heena Rathod.
- Coordinated the Soft Skills Certification Course.
- Participated in Faculty Development Program on Creativity , Problem Solving and Innovation by Dr. Anil Mishra.
- Co-ordinated & Participated in expert talk on Transaction Analysis in Communication by Preeti Nair.
- Certified in IKIGAI Quest 2020 Webinar.

- Certified in AICTE approved FDP course Pedagogical Innovations and research methodology.
- Certified by University of Washington through Coursera on Introduction to Public Speaking.
- Certified on Social Media awareness, an webinar organised by SRIMCA,UTU
- Certified in short term course on “International Leadership and Organisational Behaviour.” By University Commercial, Luigi Bocconi & Coursera.
- Certified in Inspiring and Motivating Individuals course offered by University of Michigan and offered through Coursera.
- Certified in Design Thinking for Innovation by University of Virginia & Coursera.
- Certified in How to write resume (Project Centred Course) by The State University of New York and Coursera.
- Certified in “Post Covid Apna Time Aayega.” By Anurag Basu.
- Participated in One week online International Faculty Development Programme on Skilling Teachers for Online Education by Department of Humanities
- Participated in Stress Relieving Fitness session with Aerobics Dance and Pilates by IAPWC & UTU.
- Attended a webinar on Revised Assessment and Accreditation process of NAAC by IQAC UTU along with NAAC, Bangalore.
- Certified in Introduction to soft Skills by TCS iON.
- Coordinated in expert talk by Swaroop Ji on Life Skills through Drama online workshop.
- Coordinated in 1<sup>st</sup> fresher’s party of BAJMC Students
- Coordinated for the field trip at Radio Mirchi Surat of BAJMC Students.
- Coordinated orientation week of BA(JMC) students.
- Coordinated the elocution competition for UTU students.

## Languages Known

English

Hindi

Gujarati

Sindhi

## Area of Interest

Training &  
Development

Content Creation

Recruitment

Dance

## Expert Talks

- Trained staff of Burhani Hospital on etiquette and communication skills during 2016-17.
- Expert talk on Interview skills at Mandvi Institute and inspired the students during 2017-18.
- Delivered expert talk on Mock Interview during Entrepreneurship development Program at UTU during 2017-18.
- Delivered workshop on Time Management for school students of Maliba campus. 2018-19.
- Delivered talk as an Expert on Deliverance craft in soft skills certificate course during 2018-19.
- Expert Talk on Resume Writing & Interview Skills for chemistry Department students in collaboration with training and placement cell during 2018-19.
- Expert session on Stress Management at Atomic Energy Central School, Kakrapar.2019-20.
- Expert talk on Interview Skills & Resume Building for engineering students during the year 2020-2021
- Expert talk on Life Skills for Youngster for pharmacy students during 2020-21.
- Anchoring at West Zone Youth Fest Inaugural ceremony 2019-20.Delivered an expert talk on “Fashion or Style.” In Commerce Department UTU during the year 2021-22.

- Delivered an expert talk on “Toolkit for success.” In Department of English UTU during the year 2021-22.
- Delivered a talk on Self- Motivation for BA JMC Students during 2021-22

## Feedback

**Skill Development Center (SDC),  
Uka Tarsadia University  
FEEDBACK FORM**

Date: 22/07/22 Topic: Perfect Match  
 Course: Ind. M.Sc. Chemistry  
 Trainer: Rachana Sonages

Rate today's session. 😊 😊 😊

The topic that I liked the most.  
Always smile and help for other people.

The topic that I liked the least.

Any comment / suggestions for trainer:  
I happy for your motivate the student and help for achieving in goal for student and other people. I wish you come again and again.  
Use back side space to write additional comments.

**Skill Development Center (SDC),  
Uka Tarsadia University  
FEEDBACK FORM**

Date: 10/8/22 Topic: Me to We  
 Course: BPT  
 Trainer: Rachana

Rate today's session. 😊 😊 😊

The topic that I liked the most.  
I ♥ Activities. Creativity.

The topic that I liked the least.  
XO XO - Nothing.

Any comment / suggestions for trainer:  
I like her so much she is so energetic & positive.  
Use back side space to write additional comments.  
I'm getting my self out, confident, no fear.

★ ★ ★ ★ ★ - 5 star 😊

Hello Rachana Ma'am..! I Am very glad that you are taking my favorite subject. I was literally finding that Hope i would get some motivational lectures at least one time in my last 4 years of BPT & in this semester i got that lectures...Your all Sessions are so interesting..! I literally wait for Tuesday, just because of Soft skill lecture! I am very positive person n u r making me More positive through your lectures. It makes me so glad.. I mean it changes my whole mood or i can say Whole day..! On the very 1st session you were tell us to introduce ourself with class.. At that time it was 1st time, that i was telling my Inner abilities and my nature to all my classmates.Your Aprriciation for all the students are so Nice.! The way you talk in the lectures, your tone of communicating with others teaches me to Become A Gentle with everyone. And Personally I Like your Sweet voice ma'am 😊 Your Presentations and Videos are really very motivating.Your Activities are so interesting and i like to participate in that. In the 2nd session, you taught us to make and decide our Goals. That was very indeed and Great activity that You had given to us.! Some of the students who haven't decided their goals yet, have to decide their goal by this Project. That was very good. Your 3rd session was on to find solution of problem. That topic was also indeed. It has given me a solution of my problem. Before this session, i had never think of the solution of my problem. But just because of this session, i found the solution! I wish That This Subject should come from very 1st year till the last year. Because it always motivate Us. And we should always be motivated. I AM SO MUCH GREATFUL FOR THIS MOTIVATIONAL SESSIONS. THANK YOU VERY MUCH MA'AM!! 😊

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Dear Rachna Ma'am,

I am very happy & lucky person to attend your class ma'am.

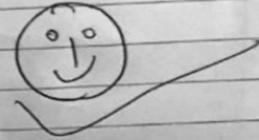
I just image myself for what I am, Yes people need for this ma'am, now a days.

I am learning many things from this lecture.

I myself doing so many things what you taught, my always wish to be improve myself more, so improving myself more and more. I want to be good person.

Yes, Ma'am for sure I will be the change.....!

Thanking You  
Heartly



Date - 17 March, 2018

Dear Mam,

I always appreciate about the way you speak and I love that. Today, I learn to overcome Anger and Stage Fear which I would be definitely working upon it.

I would,

Always Take individual steps first coz all I concluded is -

"Be self-reliant and your success is assured"

Yours

"A developing self-confidence Student"