



## Self – Profile

***Khushboo Sharma***

***Director – Gracious Avatar  
Training Academy***

***Ex- Aviation & Hospitality***



**A Confident & highly organized professional with experience in Hospitality, Aviation & CLD (Corporate Learning & Development)**

**Meticulous in approach towards training individuals with different mindsets. Strongly believe in carrying beauty with dignity and believe in polishing people’s skills and confidence. I believe that there is much more to learn and so much more to do for people. The sole motto is to reach out to people, make them a confident individual, equip them with their subject knowledge and help them chase their dreams as soon as they want it**

**Career Tour of 14 years**

- ❖ Hospitality Industry – Hotel Le – Meridian & Hotel Rambagh  
(Customer Service)**
- ❖ Aviation Industry - IndiGo Airlines  
(Customer Service, Inflight, Training, Planning, Auditing & Corporate Learning and Development)**

- ❖ **Bollywood Industry**  
(Fashion Shows, Photo shoot, Destination Weddings, Celebrity Makeovers)

## **CORE SKILLS**

- ❖ **Corporate Trainings**
- ❖ **Hospitality**
- ❖ **Grooming**
- ❖ **Image Management**
- ❖ **Personality Development**
- ❖ **Train the Trainer**
- ❖ **Behavioral Training**
- ❖ **Leadership Training**
- ❖ **Soft Skills**
- ❖ **Emotional Intelligence**
- ❖ **Structuring Modules (basis on the TNA with the client or stake holders)**

**The above mentioned modules include following courses:**

<b>Creating First Impression</b>	<b>Wardrobe Management</b>
<b>Confidence Building</b>	<b>Image Makeover</b>
<b>Power Dressing</b>	<b>Emotional Stability</b>
<b>Basic Etiquette (Dining, social, office)</b>	<b>Overcoming Shyness</b>
<b>Facial Expressions</b>	<b>Stress Management</b>
<b>Personal Hygiene</b>	<b>Public Speaking</b>
<b>Body Language (Postures &amp; Gestures)</b>	<b>Attitude Management</b>
<b>Listening Skills</b>	<b>Power of "You"</b>

**NOTE: All the trainings are done through modules, classroom sessions, activities, videos and role plays**

## **MISSION**

**We strive to be the best and honest in our field when it comes to training and delivering projects, we understand the importance of people's time, money & emotions. Hence, we value our association with companies and individuals**

## **VALUES**

**To achieve goals one need to adhere to values. We ensure we live the values we believe in like:**

- ❖ Friendly Customer Service**
- ❖ Delivering Professional Services**
- ❖ Quality Trainings**
- ❖ Transparency and Honesty**
- ❖ Cost Effectiveness**
- ❖ Timely improvisation in training delivery (modules)**

**Continuous efforts, cooperative spirit and the attention to detail which always enabled to streamline the processes to achieve success and meet targets have always helped me stay focused and determined towards my roles and responsibilities.**



**Director**

**Khushboo Sharma**