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| **ABDUL** **ABDUL.265808@2freemail.com** | khani pp new.jpg |

**Career Objective:**

To be part of a renowned organization to help achieves its HR and training requirements through efficient and inspiring techniques and support, which can be helpful in enhancing the productivity and sustained growth of the organization.

**Career Summary:**

 MBA professional with over17+years’ experience of training and development, Training Coordination, Content development, LMS Administration & Administration in various industries like, Offshore & Marine, Construction, Industrial projects and Education sector. I have helped organization in implementing their training plans successfully, and ensured that employees are benefited from the programs, which has in turn helped organizations in enhancing their productivity.

**Professional Skills:**

* Good Communication, presentation, organizational and interpersonal skills
* Learning and development and curriculum design.
* Administration of Learning Management System.
* Experience in working with diverse population.
* Excellent in MS Office and Database Management System
* Good exposure to MIS and preparing various reports
* Adaptability, better analytical and problem solving skill and multi-tasking.
* IMS Internal Auditor
* Good knowledge of HR & Admin functions, policies & procedures and recruitment
* Strong IT background.

**Professional Experience:**

**Datamatix, Dubai, UAE**

**Position: Training Executive Dec 2016– till date**

* Design and expand training and development programmes based on the needs of the organization and the individual
* Consider the costs of planned programmes and keep within budget.
* Develop effective induction programmes and prepare the training contents
* Administering the Learning Management System(LMS)
* Coordinate with clients for their training requirements and arrange the same.
* Organize training venue, and other facilities as required. And send reminders to the participants and to the concerns.
* Evaluate the effectiveness of training programs in order to provide productive training program for upcoming training calendar
* Maintain updated curriculum database and training records
* Lead the Internal training software development.

**Ali & Sons Marine Engineering Factory LLC, Abu Dhabi, UAE**

**Position: Training Coordinator June 2015– Aug 2016**

* Conduct training need analysis to identify internal and external training programs to address competency gap
* Prepare the training budget, plan and make the training calendar within the budget
* Working with Employee competency matrix, Job description, performance evaluation and other HR functions.
* Schedules all trainings with coordinating Managers and function in charges.
* Track and report on training outcomes and provide feedback to the participants and to the management.
* Evaluate and make recommendation on training materials and methodology
* Establish and maintain relationship with external training vendors
* Inform Employees about the training programs
* Handle logistics for training activities including venue, equipment, manual and handbooks.
* Maintain the confidential files and employee training records.
* Evaluate the effectiveness of training programs.
* Perform QMS & EHS Internal Auditing
* Using SAP to raise PR, generating various reports and other activities

**Genius Group Global, Sharjah, UAE**

**Position: HR and Training Coordinator Nov 2011 –May 2015**

* Develop, implement and monitor training programs within the organization.
* Plan and prepare the training calendar within the budget and schedule it.
* Maintain employee personnel files, attendance and leave applications
* Conduct orientation session for the new joiners.
* Administration of Learning Management System (LMS) and eLearning.
* Set up and configure software, hardware and other training requirements.
* Develop training materials and presentations for in-house training.
* Monitoring and administering the day to day training activities.
* Evaluate instructor performance and the effectiveness of training programs.
* Coordinating with HR Manager to recruit or hire external trainers as and when required.
* Travel to various branches for imparting training and other HR related functions
* Coordinate with in-house software developers for the digitalization of learning and development programs such as e-Learning software and video training module
* Server maintenance, Hosting & Domain registration administration.

**APTECH Limited, Bangalore, India**

**Position: Academic Head April 2005 – Sept 2011**

* Lead the development, design, delivery, evaluation, and management of training programs under the region.
* Visiting centers under the region to ensure the proper delivery of course, batch schedule, exam schedule, certificate indent, faculty recruitment and training.
* Coordinate with Head Office for the day to day updates and implementing the policies and changes under the region
* Preparing the training plan and customize the training program for the corporate.
* Taking feedbacks to support centers and corrective measures for quality training.
* Develop training aids such as manuals, handbooks and PPTs
* Worked closely with Sales team to generate the desired profit to the centers by providing the required technical and product support.
* Conducted the technical interviews of trainers for the Aptech Centers in all regions.
* Schedule and coordinate meetings, appointments, events and seminars for the centers development under the region.
* Establish, maintain, and update files, databases, records and other documents.
* Set up and configure all the required software and hardware for the centers.
* Conducted the training to trainers, working professionals, corporate clients and university students for various topics and skills.

**NIIT Computer Education, Perinthalmanna, Kerala, India**

**Position: Trainer Feb 2003 – March 2005**

* Conducted customized technical training on various technologies.
* Assisted in the computer labs, guiding students on an individual basis.
* Trained customers on C, C++, Java/J2EE,HTML, FrontPage, JavaScript
* Trained customers on MS Office, MS Access, MS SQL Server and Linux Basics
* Maintain and update files, databases, records, and other documents
* Started log for a charting computer practice, and introduced complained book to address the student issues in the practical lab.
* Responsible for supervision of backup and recovery operations
* Handled students’ academic projects and given the guidance.

**BITS Computer Education, Calicut, Kerala, India**

**Position: Faculty Dec 1999– Jan 2003**

* Conducted training for different software technologies both theory and practical.
* Prepared Power point presentations and course material for student easy reference.
* Trained students on different Operating System and the software applications.
* Trained students on DCS courses on DOEACC ‘O’ Level and ‘A’ level
* Maintain, and update files, databases, records, and other documents

**Educational Qualification:**

* MBA in Human Resource Management from MG University, India
* Bachelor of Science (Mathematics) from University of Calicut, Kerala, India
* HWC(Honors Diploma in Web centric curriculum) from NIIT Ltd , Kerala, India
* DCS(Diploma in Computer Studies) from BITS Calicut , Kerala, India

**Certificates and Achievements:**

* Certificate in IMS Internal Auditor from Bureau Veritas
* Certificate in completion of ‘Root Cause Analysis’ from BSI
* Sun Certified Java Programmer for J2SE 1.5.0
* APTECH Certified Trainer for various technologies
* *Achieved Best Faculty Award from Aptech Bangalore Region*

**Personal Details:**

Date of Birth : 15**th** May 1975

Nationality : Indian

Sex and Marital Status : Male, Married

Languages Known : English, Hindi and Malayalam

Visa Status : Employment

**Declaration:**

I hereby declare that the above statements made are true to the best of my knowledge.