SANGEETHA

 SANGEETHA.266000@2freemail.com

**OBJECTIVE:**

A challenging position that will utilize my skills and experience in a company for growth and advancement.

**CORE COMPETENCIES:**

* Over sixteen years of experience
* Remarkable ability to conduct integrated training needs assessments
* Excellent ability to design, develops, implement, and evaluate training plans, curricula, and methodology.
* Good Ability to evaluate, coordinate, design, and deliver a comprehensive range of training and education program
* Good skill in preparing instructional aids and plans
* Strong project management skills.
* Sound teaching and facilitation skills
* Ability to determine training objectives
* Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
* Strong relationship building, influencing, and customer service skills.
* Exceptionally organized with great ability to multi-­‐task.
* Ability to meet deadlines for multiple simultaneous projects.
* Profound computer skills in MS Office, software programming and Database.
* Ability to work independently, and within a team environment.
* Excellent presentation, verbal & written communication, and listening skills.

**PROFESSIONAL EXPERIENCE**

**HNI Training & Coaching, Dubai** **Jul 2012 – Present**

*Training Coordinator*

1. Manage the training calendar for the GCC region
2. Analyse client requests(RFP,RFQ,RFI etc) to understand technical, financial schedule and other requirement and determine final document structure
3. Assist with identifying and selecting top quality trainers for high quality deliverables
4. Develop commercial and technical training proposals

1. Assisting the Business Development for promoting Institute of Leadership Management(ILM UK) Level 2 and 3 trainings
2. Accountable for the end to end process of ILM Endorsed and Accredited programs
3. Focal point of contact with ILM for the candidates assignments and certification status
4. Accountable for submitting candidate results in ILM website
5. Create, accumulate and maintain resource materials including course outlines, client references, staff CVs, photos, training materials, and company narratives. for proposal and marketing use.
6. Liaising with the trainer and maintain the availability schedule
7. Maintaining the trainer pool database
8. Induction process for the new trainers
9. Coordinating with the business development team and the trainer for meeting arrangement with the client
10. Maintain knowledge of approved company vendors, estimating methods and project execution procedures.

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| **Hewlett Packard (HP), India** | **Oct 2006 -­‐ Mar2011** |
| *Learning and Development Specialist* |  |
| 1. Managed the pilot delivery | of technical training programs globally across all |
| regions(APJ/EMEA/AMS) |  |

1. Worked with the course development team to identify and implement the type of training(face to face/virtual delivery/e-­‐learning)
2. Co-­‐ordinate with the instructors and equipment vendors globally and ensured the training is delivered as per the business requested location
3. Worked with the Business partner to understand and forecast the delivery requirements for each project team
4. Evaluate effectiveness of training and development programs and utilize relevant evaluation data to revise or recommend changes
5. Partnership with Vendor Management Team for vendor selection activity and on any relevant vendor management optimization initiatives
6. Experience with the learning tool SABA LMS system and Evaluation metrics using MTM tool
7. Accountable for pulling relevant report from the Business Intelligence tool as requested by the stakeholders
8. Responsible for documenting delivery readiness requirements for the pilot and steady state programs
9. Plan and organize new employee orientation programs
10. Participated in quality assurance activities to identify training needs, ensure appropriateness of site messaging and proactively identify opportunities to improve the customer experience
11. Assisted the BPO team on requirement to identify the venue for the delivery

**NIIT, India** **Feb2005 – Oct2006**

*Group Leader*

1. Supervise the faculty team of 8 members
2. Facilitating Microsoft Online Certification corporate batches
3. Assisting the Center Head in setting sales monthly goals and targets
4. In charge of new Batch Planning and Launching
5. Worked with front office team in identifying the number of batches required and match with the faculty capacity
6. Monitored the performance of the faculty by surprise class visit
7. Monitored the faculty batch status report and ensured that it is kept upto date
8. Represented the technical faculty team for head office monthly meetings
9. Evaluated the faculty quality report and shared with the head office on monthly basis
10. In charge of the placement cell and ensured students gets placements immediately

**APTECH, India** **Jan 1999 – Mar 2004**

*Group Academic Leader/Senior Faculty*

1. Trained more than 100 Batches from Basic Course to Advance Level
2. Handled BIT, BCA, DCA Batches of Manipal University
3. Been Selected as a External Examiner from Gujarat,Manipal Universities
4. Assessed DCA Papers of Gujarat University
5. Developed numerous stand alone in house applications
6. Acted as Examination In charge and maintained the Exam Automation Software
7. Facilitated computer classes for many schools and colleges in Surat
8. Got **Best Faculty Award**

**TULEC, India** **Jul 1997 – Jun 1998**

*Faculty*

1. Handled Unix, C, Oracle Batches
2. Member in Examination Assessment
3. Conduct and participate in in-­‐service workshops for faculty
4. Develop exercises, study guides, and quizzes to enhance and evaluate learning

**Computer Point, India** **Sep 1996 – Jun 1997**

*Faculty*

1. Proven ability to lead, motive and train students
2. Teach short-­‐term classes in application courses

**EDUCATION**

* Masters in computer science, Madurai University, India (1996)
* Bachelors in Statistics, Madras University, India (1994)