Prasoon

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**Skills Summary**

Management professional with an operationally astute background, strategic and transactional leadership experience. A results oriented, hands-on leader, motivator, mentor and team builder with industry experience in organizational development, talent recruitment and management, business strategy.

**Education**

## Master’s in Business Administration (Global) / June 2016

*De Montfort University, Leicester, United Kingdom.*

Relevant modules include: People Management and Organization (70%), Business Creation and Innovation (68%), Project Management, International Strategic Management, Markets and Resources, Corporate Performance Management.

*Bachelor’s in Commerce*

*University of Calicut, India.*

Relevant modules include: Financial and Cost Accounting, Statistics, Marketing Principles.

**Experience**

## Icalibrator Training Pvt Ltd, Bangalore, India

### Operations Manager

Jan’08 to May’08 Trainee IT System Administrator

May’08 to Sep’08 Trainee Manager

Sep’08 to Feb’13 Manager (Operations) & Admin Head for MindTree IT Training Project.

Successfully managed a Client, MindTree Consulting Pvt. Ltd, operating across the globe India & NA with an employee size of 13,000.

Implemented HR policies for manpower planning, recruitment, selection, induction, orientation and development of employees, trainees, programs and processes specific to the requirements of client.

Monitored the performance of multi-skilled work force and assisted in conceptualization of need-based training programs to enhance manpower efficiency & productivity.

**Job description/Responsibilities/Skills**

* Core member of iCalibrator-Mindtree talent acquisition team. Duties involved conducting recruitment drives at various engineering colleges in South India. (Bangalore, Hyderabad, Calicut, Mangalore)
* Interviewing potential candidates to assess skill set and communication level.
* Facilitator for numerous aptitude tests (online & paper) for engineers.
* Defining training requirements.
* Defining training start/end dates, client coordination, preparation of reports for client on batch performance.
* Execution of training.
* Evaluation of training success.
* Implementing & monitoring trainer-trainee mentoring model.
* Having the overall well-being of the company in view.
* Maintaining records of office supply inventory/ regular update of IT hardware & software, approval of supply orders etc.
* Monitoring office operations.
* Steering the activities of the Training Center and ensuring efficient utilization of all training resources.
* Served as the go-to for office enquiries and conflicts.
* Assigning jobs and duties to office staff as needed.
* Assisting management in maintaining files and databases.
* Capability to think outside the functional/regional box.

**Key Skills**

*Planning and Organizing*

Effective organizational skills with an ability to multi-task and prioritize workload. Completing tasks prior to deadlines given importance while working on various projects at the same time.

*Interpersonal Skills*

Exceptional verbal and written communication skills, willingness to learn new things, adaptive problem solving abilities.

*Communication*

Speaking a clear language; expressing oneself clearly and offering substantiated answers; presenting content simply and convincingly with coherent answers. Being able to listen actively. Preparing and presenting project topics at various stages of the MBA enhanced these skills.

*Customer Competencies*

Initiative: Initiating, pressing ahead with and completing customer-related activities; understanding changes as opportunities; overcoming hurdles; having courage to try out something new; placing the solution to a problem in the foreground.

Quality: Ensuring quality levels using available resources; eliminating errors or quality defects that occur as quickly as possible, avoiding them being repeated.

Customer Orientation: Knowing and understanding the requirements of internal and external customers; maintaining a close relationship with customers for adaptive product innovation; taking customers seriously; being honest and engaging.

*Empathy*

Seeing things through the eyes of others and understanding and tolerating their point of view; treating others fairly and with respect; recognizing the consequences of one’s own actions for others; knowing what is required and appropriate when dealing with diversified cultures and adapting to them.

*Decision making and implementation*

Taking logical and timely decisions; being also capable of taking unpopular decisions and assuming responsibility for them; adopting to the approach of “what is right?” rather than “who is right?” (or “what would be the simplest solution?)

*Being Strategic*

Developing clear ideas about the future of one’s field of responsibility; formulating targets and delegating binding tasks to one’s employees, guiding and ensuring fulfillment of objectives; handling changes proactively and convincing one’s employees that changes can mean opportunities.

*Promotion and development*

Supporting employees in their development through constructive feedback; recognizing potentials of co-workers and promoting them; granting them further room for maneuver; identifying deficits, agreeing measures to improve them and following up; motivating employees effectively.

**Areas of Expertise**

* + - Talent Acquisition/Recruitment
    - Employee/Labor relations
    - Risk Management
    - Project Management & Counseling
    - Mediation & Advocacy
    - Organizational development
    - Orientation & On-Boarding
    - Performance Management
    - Process Improvement Facilitator/Committee participant
    - Trainee/Staff Recruitment & Retention
    - Strategic/Operational Workforce Re-engineering
    - Succession Planning
    - Program Counseling
    - Office administration

**Profile of behavior**

Drive, Competitive nature, Dominance, Confidence, Affability, Influence, Vigor, Diversity, Flexibility, Self-Discipline, Shrewdness, Congeniality, Adaptability, Pace, Uniformity, Meticulousness, Single-Mindedness, Self-starter, Strategic Awareness, Pioneering, Poise, Energy, Verbalization, Mobility, Orthodoxy, Persuasiveness, Friendliness,

Prepared to meet opposition and resistance to ideas, will keep pressure on others to meet deadlines in an environment which could have variety and interruption.

**Language Proficiency**

English: Read, Write, Speak. (Fluent level)

Malayalam: Read, Write, Speak. (Fluent level)

Hindi: Read, Write, Speak. (Business level)

Tamil: Speak. (Business level)

Arabic: Read, Write. (Beginner level)

**Interests**

Music, working out, meeting people from various cultures, automobiles.

**Personal Dossier**

Date of Birth: 2nd March 1983

Nationality: Indian

**References**

Available upon request