**BENNY**

**BENNY.350641@2freemail.com**

***Career Profile***

*HR Trainer and Educator/Teacher* with over fifteen years experience, leading the training and development functions of Training/Educational Services in Schools, Colleges and Professional Network. Recognized for ability to identify new modes of Training activities, enhance quality and efficiency of Training imparted and Development. Has associated with some big names in the Training & Development field. Enjoy driving new improvements.

* ***Key strengths include:***
* Process Improvement
* Leadership
* Team Building
* Personality Development
* Training & Development
* **SKILLS**
* Excellent communication skills
* Results-oriented & Self-directed
* Strong interpersonal skills
* Advanced MS Office Suite knowledge
* Excellent planner and coordinator
* Resourceful
* ***Examples of Accomplishments:***
* ***Process Improvement****:-*
* Facilitated team charged with the improvement of Human Resource Training & Development at SPACE (Self Promotion And Critical Evaluation). Team results included improved on-time Training and Development from 45% to 95%, eliminated procrastination, reduced Training costs by 1%, and improved record accuracy by 83%.
* Developed a Training & Development modeling system to evaluate multiple "what-if" scenarios;.
* Developed new training methodology to support Youth initiative.
* ***Leadership:-***
* Led several cross-functional Training teams and coached team members, as appropriate, to develop skills and confidence in their ability to examine work processes, create solutions, and measure improvements.
* Participated in management team process to develop vision and mission statements.
* Recognized for ability to develop consensus for strategic planning among all stakeholders.
* Communicated with managers and coordinated the Training & Development reporting of various locations.
* Facilitated numerous learning programs on Training & Development.
* Identified ONE on ONE as a key strategy to drive improvements.
* ***Training & Development Management***: -
* Developed Training modeling system that helped enhancing the quality of training imparted.
* Directed the training teams at various places, conducting workshops, seminars and life skill/ Soft skill Trainings.
* ***Career History:-***
* ***Training Manager – SPACE (SELF PROMOTION AND CRITICAL EVALUATION) Soft skill Training, Ernakulum, Kerala. (2014 September – Present)***
* Coordinated the Mass Training Programs at Schools, Colleges all across India
* Coordinated Model Finishing programs at Govt. Polytechnic Schools across Kerala.
* Associated with “ CAP@ Campus” (Cancer awareness Programs)
* Assisted in developing new training and development methodologies and modules for students, corporate, employees and youth.
* Training and development programs for corporate, employees and other organizations.
* Training and development partner for ‘KISAN EKTA’ a national farmer leader organization. (Trainings conducted at New Delhi, Chandigarh, Bangalore, Hyderabad, Kolkata, Shimla, Mangalore, Vishakhapattanam, Calicut etc.)
* Youth Training Programs conducted for AICU, KCBC YC, KCYM, MCYM, ICYM etc.
* ***Center Head* - *MANVISH TALLY ACADEMY*, (MANVISHINFO SOLUTIONS) TALLY Corporate Training Centre, Aluva, Kerala (2013 May – 2014 August )**
* Responsible for Training & development.
* Recognized for efforts to identify new processes to improve quality, reduce costs, and Increase margin.
* Recognized for efforts to identify new processes to improve quality, reduce costs, and Increase margin.
* Created expense reports, budgets and filing systems.
* Assisted with team building initiatives and overall support for maintenance of organizational culture and employee morale.
* Frequently used word processing, spreadsheet, data base and presentation software.
* Soft skill trainings conducted.
* ***Training COORDINATOR – Creative Trainers (2010 June – 2013 April)***
* Coordinated the Mass Training Programs.
* Trained more than 600 groups.
* Assisted in developing new training and development methodologies.
* ***Human Resource Co-coordinator cum Secretary*** – **Business Group International , Dubai ( UAE) (2009 October -2010 March)**
* Directly involved in Secretarial jobs and other HR related jobs.
* ***Business Process Executive – Sutherland Global Services, Kochi. ( 2007 May – 2009 July)***
* CIAP. Analyzing the CREDIT, INCOME, Asset and Property of US Citizens in the Mortgage Underwriting Process.
* Assisted with team building initiatives and overall support for maintenance of organizational culture and employee morale.
* Frequently used word processing, spreadsheet, data- base and presentation software.
* **EDUCATOR / TRAINER – Sacred Heart Convent School,(ICSE Syllabus) (English & Commerce) (Jalalabad W) Punjab, India. (2002 June – 2007 March)**
* ***Education***
* ***Master of Business Administration (MBA) –*** *INDAIN SCHOOL Of BUSINESS MANAGEMENT and ADMINISTRTION (ISBM), Pune, AREAN Foundation (Distance Education) - Comprehensive Major: Human Resource Management*
* ***Bachelor of Education, Executive B.Ed . -*** *BHARATIYA SHIKSHA PARISHAD UTTAR PRADESH (Department of Education).*

*– Enrolment No: C- 1517/03, Roll No: 00 1193 ( Commerce & English)*

* ***Bachelor of Commerce ( B.Com)*** *M.G. University, Kottayam, Kerala*
* ***I.S.C ( Indian School Certificate Examination)*** *Don Bosco School Bandel, West Bengal.*
* ***Secondary School Leaving Certificate (SSLC),*** *Kerala Board*
* ***Technical Qualifications***
* ***PGDCA***
* ***Ms Office Specialist ( Word, Excel, Power Point) Internet*,**
* **TALLY. ERP 9**
* NLP Professional
* Certified Management Training Consultant
* Certified CAT Trainer. (YOUTH COMMISION,CATHOLIC BISHOP COUNCIL Of INDIA)
* Completes 30 Hours of Continuing Education Training annually to maintain certifications.

The above furnished information is true to the best of my knowledge and belief.