## E M P L O Y M E N T

**Neha** Neha-391439@2freemail.com

|  |  |
| --- | --- |
| Accomplished professional with extensive experience in E-learning and |  |
| healthcare industry. Skilled in storyboarding content; talented at building strong |
| client relations. Excellent communicator with exceptional leadership qualities |  |
| and problem-solving skills. |  |

2017 - 2018 **I N S T R U C T I O N A L D E S I G N ER** – Accenture Consulting

+ Established myself as the sole point of contact for any issues related to the SAP Enable Now authoring tool

+ Designed and developed SAP/ ERP instructor-led courses and job-aids using Microsoft PowerPoint

+ Developed self-paced course and simulations on SAP Enable Now, Articulate, and Captivate authoring tool

+ Collaborated with Clients to evaluate and design curriculum addressing curricular needs and learning goals

+ Collaborated with various stakeholders to identify content gaps and create visually appealing training materials on time

+ Mentored new team members and helped them understand the project scope

## Achievements

* *Received recognition from the Senior Delivery Manager and Project Manager for designing and developing self-paced courses for the client*
* *Lead the training development for two SAP modules in the last project*

2014 - 2017 **I N S T R U C T I O N A L W R I T E R** – Praxis Interactive Services Pvt. Ltd.

+ Developed engaging K-12 content that allowed learners to meet their learning goals

+ Researched , analyzed, organized and structured information logically

+ Visualized graphics and storyboarded content to suit the target audience

+ Edited content to ensure logical flow and accuracy of concepts

## Achievements

* *Received constant appreciation from the client for developing engaging and good quality courses*

## E M P L O Y M E N T

2010 - 2014 **S E N I O R R E S E A R C H A S S O C I A T E** – Advanced Enzymes Technologies Ltd.

+ Developed and reviewed SAPs, SOPs for laboratory assays and instruments, ensuring they are in line with the regulatory guidelines

+ Prepared effective technical reports and also performed peer review to ensure they meet the regulatory requirements

+ Performed literature search and review for new projects, and planning of the experiments based on the review

+ Was responsible for overall laboratory management

## Achievements

* Played instrumental role in successfully establishing a new department at the R & D Centre and adapting new laboratory techniques

2010 **T R A I N E E P R O D U C T E X E C U T I V E** – Rapha Diagnostics Pvt Ltd.

+ Developed technical presentations and study material for the company’s

products and equipments

+ Trained and educated the Sales and Marketing staff about the company’s

products

+ Designed and articulated promotional materials for new and existing products

## E D U C A T I O N

2013 **P G D I P L O M A I N P A T E N T S L A W** – NALSAR University of Law, Hyderabad

2009 **M A S T E R O F S C I E N C E** – University of Mumbai

## Biochemistry | 66.80%

2007 **B A C H E L O R O F S C I E N C E** – University of Mumbai

## Biochemistry and Biotechnology | 79%

**A W A R D S**

2014 ‘**X ’ F A C T O R A W A R D**

For demonstrating extra-ordinary levels of innovative, entrepreneurial and creative flair

## T E C H N I C A L S K I L L S

|  |  |
| --- | --- |
| * PowerPoint
 | * Google Docs
 |
| * Windows
 | * SAP Enable Now
 |
| * Microsoft Office
* Articulate
 | * Adobe Acrobat
* Captivate
 |

**P E R S O N A L I N F O**

Date of Birth **30 TH S E P T E M B E R , 1 9 8 6**

Nationality **I N D I A N**

Marital Status **M A R R I E D**

## Languages E N G L I S H , H I N D I , M A R A T HI