**Resume**

Tanya

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**Objective**

To Work in a challenging, intriguing & rewarding environment, where my efforts and expertise are recognized and the results I deliver are beneficial for the growth of organisation.

**Key Skills**

* Strong Analytical and organizational skills with consistent ability to prioritize critical tasks and meet deadlines.
* Stakeholder management, strong customer focus, Risk and financial planning skills.
* Strong collaboration and partnering skills.
* Monitors and seeks ways to improve overall team efficiency, effectiveness and impact, creates an environment that encourages collaboration, open communication and teamwork.
* Ability to accomplish results by establishing relationships, effective controls and monitoring processes.
* Excellent communication & negotiation skills.
* Self-motivated with a flexible attitude and be able to adapt quickly to change.

**Professional Expérience**

**Training Manager**

**Tata Consultancy Services Limited December 2010 - Till date**

**Roles & Responsibilites**

* Engage with the key stakeholders to identify training needs.
* Organize training sessions, workshops and work with specialist third parties who supply training services
* Use Performance Management tools to identify training needs across the business and manage a talent pool for succession planning.
* Provides a variety of training tools and resources to assist Colleagues with career development plans.
* Develop strategies to deliver improved employee engagement and contribution across the business.
* Participate in selected global initiatives aimed to enhance strategically relevant competencies in the organization and to build up a high performance workforce.
* Promote internal training curriculum within the Region: explain objectives, learnings, benefits and training nomination procedure.
* Drive change, influence transitions, and actively seek and contribute to ideas and solutions for continuous improvement.
* Develop & implement metrics for learning effectiveness.
* Accountable for Corporate programs execution (content creation, training delivery effectiveness and assessments) across locations.
* Design training courses which cover a variety of subjects.
* Secure, maintaining overall training records & resources including rooms, material & equipment.
* Ensure compliance with all health, hygiene, security, safety and fire, regulations and take active part in the Health and safety meetings.
* Preparation and maintenance of various types of Dashboards / reports at regional and Business level.
* Formulating Staffing plans for Resource requirements based on the criticality of the business needs, project types & offshore leverage
* Monitoring and maintaining optimum utilization by the reduction of associates on the bench.
* Coaching and counseling employees regarding policies and procedures related to transfer, promotion, compensation, benefits and conditions of employment.

**Achievements**

* **On The Spot award** for continuous display of pro activeness and efforts and ensured timely and quality delivery.
* **CLP faculty award f**or faculty contribution to the organization through training programs**.**
* **Special Initiative award** for the help given by the RMG team in successful deployment of resources & for taking interviews with TAG
* **Special Initiative** **award** for active involvement in ISO 14001 and OHSAS 18001 implementation & audit participation.

**Technical Skills**

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| **Software** |  MS Office |

**Education Summary**

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| **Qualification Category** | **Qualification** | **Subject** |
|  Post Graduate Diploma in HRM  | Pursuing MBA(2015-17) | Human Resource Management |
| Bachelor of Technology  | BTECH(2006-2010) | Electronics and Telecommunication Engineering |

**Personal Details**

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| **Nationality** | Indian |
| **Marital Status** | Married |
| **Language** | English, Hindi(Spoken & written) |
| **Visa Status** |  Visit visa valid till March end |