**Aravinda H G**

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**Learning & Development**, **Academic Professional** with **10 plus Years** of professional Experience. An **MBA in HR and M. Com**

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| **Job Role** | **Organization** | **Period** | **Duration** |
| **Assistant Professor** | **PES University Electronic City, Bangalore** | Sep-2021-Present | Till date |
| **Assistant Professor** | **Nagarjuna Degree College Yelahanka** **Bangalore** | Oct-2021- Aug-2022 | 10 months |
| **Assistant Professor-HRM- Department of MBA** | **Sampoorna Institute of Technology & Research- FBS Business School** | Jan-2019-Sep 2021 | 1.09 Years |
| **Talent Development Coordinator** | **Deloitte USI consulting, Bengaluru** | Sep 2016 – Dec 2018 | 2.03 Years |
| **Learning & Development Coordinator** | **NIIT Uniqua**  **(A Genpact Joint venture)** Electronic City, Bangalore. | June 2014 – Aug 2016 | 2.02 Years |
| **Lecturer (Full time)** | **Amrita Vishwa Vidya Peetam, Mysore**, India | July 2010 - Jan 2014 | 3.05 Years |

**Assistant Professor: Sampoorna Institute of Technology & Research**

* Handled Human Resource Management and other relevant subjects
* Arranged various events at Institute level like Seminar , Management Fests
* Organised Industrial visits for students
* Presented various Papers / Articles in National & International conference
* Counselling Students and guiding them to do researh work and undertake Project work

**Talent Development Coordinator: Deloitte USI consulting, Bengaluru**

* Planning & organizing based on the training requirements
* Data gathering and analysis
* Organizing local and national training
* Problem analysis and solving
* Adaptability
* Maintain trainers tracker, participants attendance, feedback
* Co-coordinating off site Training activities for employees
* Handled logistics for training activities including venues and equipment’s, manuals, stationaries
* Assess training needs for new and existing employees
* Keep current on training design and methodology
* Co-ordinate all the training programs conducted internal and external
* Ensure smooth execution of Training Programs
* Manage the LAS (Learning Administrative System)
* Inventory Management
* Interacting with vendor for arranging food, photograph, printing manuals, name tags etc.
* Coordinated for virtual, live and national programs
* Supported multiple sessions
* Assisting employees based on their training needs
* Supported for booking rooms for all programs
* Coordinates logistics to deliver training sessions at company-owned and at external locations
* Coordinates learning management system related activities to communicate registration, cancellation, rescheduling training policies/processes, including communication related training confirmations and pre-work
* Coordinates external vendor activities, to ensure instructors are confirmed, facility logistics are arranged, training materials are available at locations and vendor services are paid
* Handles payment process according to Payables guidelines
* Processes cost recovery actions with the corresponding billing system according to controllers guidelines
* Reviews session survey feedback regarding logistics and takes action when needed
* Extracts information reports on learning delivery when requested
* Ensures effective delivery of training courses (planning, scheduling, material preparation, invitations, evaluations)

**COORDINATOR- Learning & Development – NIIT Uniqua, A GENPACT Joint venture, Bangalore.**

**Key Responsibilities at Genpact:**

* Planning & organizing based on the training requirements
* Data gathering and analysis
* Problem analysis and solving
* Adaptability
* Maintain Trainers tracker, Participants Attendance, Feedback
* Co-coordinating off site training activities for employees
* Handled logistics for training activities including venues and equipment’s, manuals, stationaries
* Track and report on training outcomes
* Assess training needs for new and existing employees
* Keep current on training design and methodology
* Co-ordinate all training programs conducted by NIIT Uniqua at Genpact, Bangalore
* Ensure smooth execution of training programs at all 7 Genpact locations situated in 4 Premises across Bangalore
* Manage the LMS (Learning Management System) as the sole owner for BLR Site • Inventory management
* Interacting with vendor for arranging food, name tags etc.
* Coordinated for virtual, live and national programs

**Experience:**

Knowledge of Training Methodologies

Knowledge of LMS

Knowledge of competency assessments

**Lecturer / Faculty – Various Colleges in Mysore, India.**

**Key Responsibilities:**

* Handle Classroom sessions for Key Management & Commerce Subjects.
* Set up Assessments / Question Papers, Evaluate and Report.
* Co-ordinate College Events. E.g.: Industrial Visits, Placement Drives, Annual Days, Fests, Etc.,

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**ACADEMICS:**

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| **Qualifications** | **School/College** | **Board/University** | **Year of passing** | **Aggregate** |
| B. Ed | Manjula Mallesh B. Ed College, Bangalore | University of Bangalore | 2021 | Distinction |
| M.B.A in HR Management | Pooja Bagavath Memorial Mahajana P.G.Centre, Mysore | University of Mysore | 2009 | First Class |
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| M.COM in Management  Accounting | Pooja Bagavath Memorial  Mahajana P.G.Centre, Mysore | University of  Mysore | 2007 | First Class |
| Post Graduate Diploma in Marketing  Management | Karnataka State Open University, Mysore | Karnataka State Open University | 2006 | Second Class |
|  |  |  |  |  |
| B.COM  Income Tax & Finance | Mahajana First Grade College. Mysore | University of Mysore | 2005 | First Class |
|  |  |  |  |  |
| PUC | Sathya Sai Pre University  College, Alike, Dakshina Kannada | Pre-University Examination Board | 2002 | First Class |

**ACADEMIC CREDENTIALS & PROJECT PROFILE**

**“Stress Management in Work Settings: A critical review of causes, analysis of Stress Levels, and its impact on work performance”** (M.B.A):

**Organization:** Bhoruka Aluminum Limite[d http://www.bhorukaaluminium.com/](http://www.bhorukaaluminium.com/)

**Focus on**:

* Stress Management,
* Performance Management Systems,
* Employee Welfare,
* Health and Safety Measures in organizations,
* Industrial Relations &
* Production pipeline in manufacturing units.

**Research Method**: Literature Review, Interviews, Surveys & Organizational Interaction

**“Analysis of design and efficiency of Promotional Strategies”** (M.COM):

**Organization**: Mysore Milk Union Limited <http://www.kmfnandini.coop/html/unions-mysore.htm>

**Focus on**:

* Production methods
* Process orientation and alignment
* Promotion strategies
* Promotion and sales channels
* Business Partnering for promotion purposes
* Quality Monitoring

**Research Method**: Live study, Observational analysis, Data collection through live resources, Literature Review, Interviews, & Organizational Interaction

**EXTRA CURRICULAR ACTIVITIES:**

* Event Management – Hosted and Participated in several inter collegiate management festival during the course of my MBA
* Attended several seminars and guest lecture’s rendered by renowned thinkers and leading business personalities
* Hosted an inter collegiate HR Paper presentation competition-KARMAN
* Completed hundred hours of training effective soft skills program at Matrix Manpower Solutions

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| **COMPUTER SKILLS:** | Microsoft Office | – Intermediate |
| Internet | – Advanced User |
| Computer | – Advanced User |

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| **LANGUAGES KNOWN** | English | – Fluent |
| Hindi | – Basic |
| Kannada | – Fluent |

Place: Bangalore

Date: Yours Sincerely

**Aravinda.H.G**

**Mobile - 8861096695**