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R/V 1049/0110/MSB/2022-23

Dated: 12/5/22

From
Payal Jindal
Centre for Career Development
R V Institute of Management
Bangalore - 560041

Date: 11/2/2022

To
The Director
R V Institute of Management
Bangalore - 560041



Respected Sir,

Subject: Approval for conducting Aptitude training and the Soft skill for 1st and 2nd semester MBA (2022-2023) students on the identified training need analysis.

With reference to the above subject, we would like to conduct aptitude training and the soft skills training for 1st and 2nd semester MBA students keeping in mind the topics that will help them in pre-placement.

The timings will be scheduled according to the time table given.

Resource person invited for conducting Aptitude Training for 1st and 2nd semester MBA students are enclosed along with this letter.

The Aptitude Training and the soft skills training is stretched for two semesters (1st and 2nd Semester). For any unforeseen reasons, if there is a reduction or increase in total number of hours in the training programme, proportionate amount is to be paid to the trainer based on the total number of training hours handled by the trainer. (Rs.1200/per hour).

Batch	2 batch with 90 students each
No. of Sessions all together	23 sessions (11 weeks for 1 st semester, 12 weeks in semester) One batch of 4hrs each
Total No. of hours for each batch	92 hrs. for each batch (184 hrs. for both)
Time slot (Every Saturday)	10:30am to 12:30pm 12:45pm to 2:45pm

Broad topics for training areas are only indicative in nature and changes can be made (if required) based on the inputs received from both trainees and the trainer.

Enclosed are the training topics and the details about the Trainer with details.

Thank you
Yours sincerely
Payal Jindal
Payal Jindal



Submitted to Managing Director
We use the services of professional
trainers to impart training on
communication skills, aptitude, soft
skills and soft skills along with
part of our new curriculum. The
with the need on every university
to have this in its curriculum.

Soft skills for the 1st semester Autonomous batch

MODULE-01: ENGLISH SKILLS-SPOKEN AND WRITTEN SKILLS

- **Communication: Spoken English-** Verbal (Oral and written) and Non-Verbal Communication (Body language, signs or symbols)
- **Verbal Communication-**Speaking, Listening, Reading.
- **Non-Verbal Communication-** Body Language, Gestures, Facial Expressions, Pictures and Signs
- **Speaking-**Dialogue, Monologue, Group Discussion and Public Speech, Pronunciation, Enrichment, Vocabulary, Fluency, Common Errors
- **Reading and Understanding-**Passage, Close Reading, Paraphrasing, Techniques of effective reading, gathering ideas and information from a given text, evaluating these ideas and information, Interpret the text
- **Writing-**Documenting, Note Making, Report Writing and Letter Writing
- **Listening-**Art of Listening, Empathetic Listening, answering questions after listening to simple paragraph. Techniques of effective listening, Listening and comprehension, probing questions, Barriers to listening
- **Business Etiquette-** Telephonic Etiquettes, Dining Etiquettes, Office Etiquettes, Meeting Etiquettes, Netiquettes, Skills to use Official social media pages. Skills to use Smart work apps.

02 MODULE-02 INTERPERSONAL SKILLS

- **Emotional Intelligence:** Empathy for others, Encouraging and inspiring people to do their best, Social skills for better understanding others, Self-awareness to assess one's potential and Motivation to achieve better milestones.
- Networking and building relationships, Socializing skill, Attitude, Time Management
- **Negotiation skills:** Setting agenda for the negotiation, Communication with difficult people, how to handle difficult people, how to recognize and prioritize emotions of other people, Are you competitive or Collaborative during negotiation, Interpersonal negotiation work -situations.

03 MODULE-03: LIFE SKILLS

- Resilience, People skills, Positive attitude to workplace, Empathy, Creative Thinking.
- Interpersonal Relationship, building relation at work place
- Agility at Job: Job orientation, working to a plan, Contribute and deliver in a team,

prioritising job with role clarity, Perseverance to stay focused at work.

(Outbound Training Camps: For developing agility at work place.)

C4 MODULE 04- PERSONALITY DEVELOPMENT:

- Building Positive Attitude – Factors affecting attitudes, Work place attitude, Attitude Formation, Engaging with positive attitude at work place
- Self Confidence, Building self-confidence, Techniques of self-assertiveness, Techniques to break the clutter.
- Stress Management, Work life Balance, Build time management skills, Time management tools, Overcome procrastination, Habits to work according to a plan.
- Productive at work place, being a Team player, Contribute and Collaborate in work place, Forming and norming in a Team.
- Listening skills for better engagement at work, Benefits of being a patience listener, Art of opening conversations and continuing conversations.
- Body language for positive communication, Appropriate body language at work place and formal gathering and Techniques to engage audience in public speaking.

C5 MODULE 05- APTITUDE TRAINING (Problem Solving on the following topics)

- Ratio and proportion-Concept and Basic Problems, Ratio and Proportion – advance level Problem
 - Blood Relation- Concept and Basic Problems, advance level Problem
 - Direction- Concept and Basic Problems, advance level Problem
 - Ages - Concept and Basic Problems, advance level Problem
 - Percentages - Concept and Basic Problems, advance level Problem
 - Profit and Loss - Concept and Basic Problems, advance level Problem
 - Coding Decoding - Concept and Basic Problems, advance level Problem
 - Partnership - Concept and Basic Problems, advance level Problem
 - Time and work - Concept and Basic Problems, advance level Problem
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Employability Skills for 2nd Semester Autonomous batch

MODULE 01 -CAREER PLANNING:

- Goal Setting, Career exploration, Matching careers, Proactive career management,
- Practical skills for job search, the tools and methods that will enable to find the right career path in line with vision and goals, and to help identify ideal job. Knowing yourself - personal characteristics, Knowledge about the world of work, requirements of jobs including self-employment, Sources of career information, preparing for a career based on their potentials and availability of opportunities.
- Current Affairs: To cover day to day the current affairs topics, motivate students to read newspapers every day.

MODULE-02 -RESUME BUILDING

- Resume Skills: Preparation and Presentation Introduction of resume and its importance, Difference between a CV, Resume and Bio data, Essential components of a good resume. Video Resume - Creating Video Resume: Importance of Video Resume.
- Resume skills: Common errors: Common errors people generally make in preparing their resume, prepare a good resume of her/his considering all essential components

MODULE-03 INTERVIEW SKILLS and MOCK INTERVIEW

- Interview Skills: Preparation and Presentation: Meaning and types of interviews (F2F, telephonic, video, etc.), Dress Code, Background Research, Do's and Don'ts, Situation, Task, Approach and Response (STAR Approach) for facing an interview.
- Interview procedure (Opening, listening skills, closure, etc.), Important questions generally asked in a job interview (open and closed ended questions)
- Interview Skills: Simulation: Observation of exemplary interviews, Comment critically on simulated interviews
- Interview Skills: Common Errors: Discuss the common errors generally candidates make in interview, Demonstrate an ideal interview
- Communication skills and Articulation skills in English speaking and reading.

MODULE-04 -GROUP DISCUSSION SKILLS

- Meaning and methods of Group Discussion Procedure of Group Discussion.

- Group Discussion - Simulation
- Group Discussion - Common Errors
- Emerging Technology Skills: Adapt to use data and analytics. Know and Build knowledge on application of Emerging technology and its application areas in management.

MODULE-05 -APTITUDE TRAINING (Problem Solving on the following topics).

- Pipes and Cisterns - Concept and Basic Problems, advance level Problem
- Syllogism - Concept and Basic Problems, advance level Problem
- HCF LCM - Concept and Basic Problems
- Logarithms - Concept and Basic Problems
- Calendars - Concept and Basic Problems, advance level Problem
- Permutation and combination - advance level Problem
- Basics of averages, advance level problems
- Data Sufficiency - advance level Problem
- Reading comprehension
- Synonyms and Antonyms
- Subject verb agreement
- Tenses and prepositions
- Probability - Introduction, advance level
- Vedic Maths Basics
- Number and letter series

Jeevitha.P.Raju

Contact: 07406659377

Email: Rajujeevitha709@gmail.com

SOFT SKILL TRAINER

Experienced Skilled Trainer with a demonstrated history of working in the training industry. Skilled in Public Speaking, Effective Team Management, and motivation skills, and specialising in conducting Leadership programs

IN THE FIELD OF EDUCATION

Conducted and curated various training modules for student's classes 1 to class 12 on life skills topics that help them build a powerful personality through daily practice sessions.

More than 800 teacher-training workshops across south india were organized for educators to deepen their soft skills and reflect on their abilities.

Positive Parenting workshops were conducted to help parents to guide their children in the right way and help in discovering their child's true potential on topics like Balancing Love and discipline, effective parent-child communication, handling sibling rivalry and Enhancing the child's self-esteem.

CORPORATE | AUTOMOBILE INDUSTRY | SERVICE INDUSTRIES

As a dedicated Learning and development professional, my goal is to add value and help employee enhance their ability to meet performance indicators.

During my 8 years career in L&D, I have conducted a range of result-oriented and customized training programs to improve the behavioral skills of individuals, team building and customer management skills. My program on team building focuses on high energy and facilitates faster learning abilities in individuals.

My work has a range of stakeholders at varying levels to help teams to deliver on business objectives in campus to corporate programs.

Some of the clients are Robert Bosch, SEG Automotive, Honda motors, Rexroth, Samsara Engineering etc.

Strong human resources professional with a Master of Business Administration (M.B.A.) focused in General Studies (Human resource, training and development) from St. Joseph's Institute of Management.

HIGHLIGHTS

- **TOAST-MASTER:** Won the triple crown award at Toastmasters International, completed Toastmasters International Competent Communicator, Competent Leader and Advanced Leadership Bronze.
- **CERTIFIED TRAINER:** Completed Train the Trainer Program at I Love Mondays and was awarded the Best Trainer of the Season.
- **THEATRE ARTIST:** Have performed various plays and represented Karnataka at the Mumbai theatre festival in 2018.
- **MASTER OF CEREMONIES:** For various prestigious events
- **WINNER OF PAGEANT:** Reliance Miss India Bangalore 2017. Part-Time Model, have won Miss Genesis 2010 and Miss Kumari Bangalore, 2009 (Held by The Press Club Bangalore)
- **VOLUNTEER:** An active member of the "little more love" organisation. This group empowers individuals to go through their struggles and serve those in need.
- **CERTIFIED CAREER COUNSELLOR:** As a counsellor, I provide career guidance and mentorship that enables students and working professionals to discover courses and careers of their choice.

CORE COMPETENCIES

- | | | |
|------------------------|-------------------------------|-------------------------|
| • Problem Solving | • Marketing Management | • Adaptability |
| • Strategic Planning | • Interpersonal Skills | • Strategy Planning |
| • Good Voice Command | • Business Development | • Team Management |
| • Interpersonal Skills | • Strong Communication Skills | • Organisational Skills |

EDUCATIONAL CREDENTIALS

MBA (HUMAN RESOURCE TRAINING AND DEVELOPMENT/INTERNATIONAL BUSINESS)
St. Joseph's College, Bangalore

BACHELOR OF BUSINESS MANAGEMENT, 2013
St. Joseph's College of Commerce, Bangalore

INTERMEDIATE (COMMERCE), 2010
Christ College, Bangalore

MATRICULATION (COMMON SUBJECTS), 2008
Carmel Convent, Bangalore

COMPUTER PROFICIENCY
MS Windows (All Operating Systems), Microsoft Office (Word, Excel & PowerPoint)

PERSONAL DOSSIER

Languages Known: English, Kannada, Telugu, Tamil and Hindi
References: Available on request.

Timken India Limited	Lead Analyst	Sep 12 - Feb 15
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Key Deliverables :

1. Devised and executed talent acquisition strategy across pan India, in partnership with the Global Talent acquisition team and was instrumental in closing key positions across India.
2. Expanded hiring sources which resulted in bringing down turnaround time in hiring from 90 days to 65 days.
3. Was instrumental in branding "Timken" among 9 Tier-1 colleges which resulted in increase of brand awareness among college and universities.

Previous Employer	Role	Duration
Infosys Technologies	Senior HR Lead	Jan 08 - Sep 12

Key Deliverables :

1. Drive and deploy Talent Management process for Product engineering unit.
2. Crafted and executed impactful engagement interventions at unit level.
3. Manage end to end Human Resource Lifecycle for the business unit.

Other professional Experiences :

Previous Employer	Role	Duration
UST Global	HR Executive	May 06 - Jan 08
Docustream Technologies	Senior Analyst - Human Resources (COE)	June 05 - May 06
Toonz Animation	Training Coordinator	Dec 04 - June 05

Educational Qualifications :

Degree	Institute	Year
P.G.D.M. (HR and Marketing)	Bhavan's Royal Institute of Management, 2004	2004
B.COM	Sacred Heart College, Mahatma Gandhi University	2001
GNIT	NIIT	2004

Achievements:

1. Was awarded Infosys excellence Award within 5 months of joining Infosys.
2. Was awarded Infosys excellence Award for outstanding performance by delivery unit within 9 months of joining.
3. Received a special Spot award at Infosys HRD level.
4. Was awarded Excellence award for driving Unit level employee engagement initiative soon after joining Bangalore DC.
5. Was awarded special spot award within 6 months of joining Novonordisk for deploying global talent program.

ARAVIND WARRIER

Phone : 8606029333

Email : aravindw@gmail.com

LinkedIn : <https://www.linkedin.com/in/aravind-warrier-a6a9743/>

Driver | Explorer | Crusader

Career Summary

A Strategic Human Resource Business Partner to C-suite Leaders with 17 plus years of experience in executing people strategy. A change catalyst with proven expertise in translating business objectives into effective HR strategies, drive its implementation, thereby creating an ecosystem and fostering cultural alignment.

Professional Experience:

Previous Employer	Role	Duration
RapidValue Solutions	HR Director	Nov 17 -

As HR-Director, RapidValue, I was responsible for defining, directing and driving the organizational HR strategy in the areas of Learning & Development, Performance Management, Talent Management, Organization Design, Career Pathing, Role & Competency Architecture and Career Reward & Recognition, so as to foster a high performance work culture across the associates of RapidValue. I lead, mentored and coached a team of 11 team members.

Key Deliverables:

1. People Strategy - Built credible relationships with stakeholders, leveraged industry insights from the professional network to present 'outside in' view on matters impacting employees and organization. Successfully implemented a multi-year strategy roadmap for Business Partnering team integrating with the business objectives which resulted in achievement of "Great Place to Work" certification for #2 consecutive years post my joining.
2. Diversity, Equity & Inclusion - Anchored companywide diversity & inclusive initiative to enhance women leadership and improved participation of women in workforce from 20% to 28%.
3. Performance Management - Delivered end to end transition of new performance management philosophy across organization which enhanced the manager-employee participation in goal setting process by 97%.
4. Talent Management - Designed talent management programs for deploying talent reviews, career planning and succession planning practices for emerging talent at all levels resulting into accelerated career growth for 21 associates in 2021.
5. Policy Management and Employee Relations - Provided expert advice and recommendations on areas such as underperformance, violations, conflict resolution, collaborated with legal, risk and compliance function.
6. Merger & Cultural Integration and Effective Employee Engagement - Spearheaded cultural integration strategy as part of merger.
7. HR Team Management - Led the HR team by creating an egalitarian platform; encourage teams to bring in solutions and suggestions. Elevated functional productivity; brought in cross-functional synergies and aligned technical and operational expertise within the HR function. Improved individual effectiveness, developed high potential teams through innovative and tailor-made career development program.

Previous Employer	Role	Duration
Novo Nordisk India Pvt Ltd	Sr People & Organization Partner	Feb 15 - Nov 17

Key Deliverables :

1. Lead University Relations and hired 300 high potential associates over 2 years
2. Anchored Talent Management process for India, in partnership with Global Talent Management team
3. Lead Workforce Planning for pan India for 1200 associates which includes both corporate and sales function
4. Was instrumental in driving "Employer Value Proposition" program for India

Previous Employer	Role	Duration
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Chidananada K

Phone No: +91 8050448459

Email id: chida198601@gmail.com / chidanandak_chida@yahoo.co.in

Career Objective:

To effectively help augment my strengths into values in order to create a sustainable impact on business in the most challenging work environment.

Strengths:

- Comprehensive problem solving abilities.
- Excellent interpersonal & communication skills.
- Ability to lead initiatives and own the process & decisions

Career path:

Freelancing

- Have worked for various companies in south India as softskills and aptitude with an experience of over 10+ years.
- Have worked for Top Engineering colleges and Degree colleges in south India.
- Have trained as many as 2.5 lakh plus students during my career span until date.

Project Manager at V V Technologies

- Have worked for various projects of Bosch centres in Bangalore , Bangalore matics, Nash, Mapro controls and many other companies from November 2018 to March 2020.

**Jv Global : Consultant Trainer and
Ethnus Consultancy Services Pvt. Ltd.
Academician**

- Organizing and coordinating training initiatives with educational institutions and other agencies.
- Deliberating training session as per client requirement on soft skills, aptitude and logical reasoning.
- Maintaining training records, documenting training reports and monitoring training sessions on a day to day basis.

- * Documenting and formatting evaluation report of the training and designing cost to benefit ratio of the training events.
- * Training of trainers.

Ethnus Consultancy Services Pvt. Ltd.
Office Executive and Operations Catalyst

- * Helping organize training content and material.
- * Management of pre training and post training documentation and reporting.
- * Accounts management vis a vis operations of petty cash and accounts.
- * Conduct online and offline tests for engineering and graduate and post graduate students based on the training.
- * Help documenting training need assessment.
- * Creating content on aptitude and technical related subject (computer science and information science).

Notable Achievements:

- * Creating and documenting training content for aptitude (logical reasoning and quantitative aptitude) computer science and soft skills.
- * Business development for Ethnus Consultancy services Pvt Ltd.

Academic profile:

- * Graduated from VTU in Information Science Engineering from KVGCE Sullia.
- * PUC and 10th from RNS Vidyaniketan Bangalore.

Personality Traits:

- * Leadership with a democratic grid.
- * Integrity & accountability.
- * Effective team Player.
- * Yoga Practitioner and Pranik Healer(alternative healing technique)

Personal Profile:

- * Name: Chidananda Kumarnaik
- * Father's Name: Kumar Naik G
- * Mother's Name: Lakshmi H
- * Date of Birth: 01/04/1987

- Documenting and formatting evaluation report of the training and designing cost to benefit ratio of the training events.
- Training of trainers

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Office Executive and Operations Catalyst

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Personal Profile:

- **Name:** Chidananda Kumarnaik
- **Father s Name:** Kumar Naik G
- **Mother s Name:** Lakshmi H
- **Date of Birth:** 01/04/1987

* Address: No. 53, FF-2, 'SPR NISARGA residency', Reddy's Farm, BEML
LAYOUT, 3RD STAGE, R R NAGAR, BANGALORE-560098

Declaration:

I hereby assure that the above provided information is true to the best of my knowledge
and I bear responsibility for its correctness.

Chidananda K

Contact

www.linkedin.com/in/namburi-manikanta-a3123774 (LinkedIn)

Top Skills

C++ Language
Management
HTML

Languages

Kannada
Telugu
Hindi
English

Namburi Manikanta

Early Career Program, University Relations and Campus Recruitment Leader

Bangalore Urban, Karnataka

Summary

- Campus Recruitment Professional with close to 12+ years of work experience in recruiting fresher's, Interns and senior level associates and consultants.
- Expertise in the areas of end to end campus recruiting, strategic planning, employer branding, university relations, employee relations, talent programs, vendor and stakeholder management.
- Good experience of hiring from Tier 1, 2 and 3 Technical and Business schools
- Hands on experience in executing on campus hiring, off campus hiring, volume hiring, pooled campus events, diversity connect and hiring events, competitive hiring models and talent programs.

Experience

LeadSquared

1 year 6 months

Senior Manager-Campus Recruitment (India & APAC)

February 2022 - Present (1 year 1 month)

Bangalore Urban, Karnataka

Manager- Campus Recruitment (India and APAC)

September 2021 - Present (1 year 6 months)

India

DLT Labs

Senior Manager-Campus Specialist

March 2021 - September 2021 (7 months)

Hyderabad, Telangana, India

Odessa

Head - University Relations and Campus Recruitment

September 2018 - November 2020 (2 years 3 months)

Responsible for Campus Recruitment, University Relations, Employer Branding and Employee Referral Programs and lateral hiring

ThoughtWorks

2 years 1 month

University Relations & Campus Recruitment Lead- TW India
October 2017 - June 2018 (9 months)

Campus Branding and Engagement

Worked closely with the branding/marketing teams to create sustainable campus relationships and hiring plans for every quarter. Representing ThoughtWorks brand by promoting ThoughtWorks as employer of choice. Creating brand recall initiatives before the campus visit Engaging leadership participation in campus branding events to make an impeccable impact

Campus Specialist- ThoughtWorks India

June 2016 - May 2018 (2 years)

Responsible for scouting early talent and campus branding for ThoughtWorks India. Acted as a strategic partner by coordinating closely with senior business leaders across geographies to develop a robust campus engagement and recruitment plan year on year to set higher benchmarks – overseeing ~40+ campuses (both E- School and B-School)

Cigital, Inc

Campus Recruiter

July 2015 - June 2016 (1 year)

Designed the campus recruitment program for Cigital India in accordance with Indian audiences and universities

Published campus calendar for all campus activities before campus season and reviewed the campus selection process before campus kick off

Partnered with business team to annually assess each target universities performance to determine overall effectiveness, review analysis with key stakeholders and use data and feedback to make long-term decisions related to each school and Invested high focus on market intelligence data

Liaison with multiple stakeholders – Placement Officers, student placement committee for the campus selection process

Hewlett-Packard
University Recruitment Consultant
September 2014 - February 2015 (6 months)
Bangalore

Hard Quest
Campus Recruiter
June 2013 - August 2014 (1 year 3 months)
Bengaluru Area, India

Handled various campus and off-campus requirements based on the client requirements.

Handled the tasks of headhunting, identifying and approaching suitable candidates for the right profile

Drafts advertising vacancies and advertise the same in a wide range of media like websites, Naukri, LinkedIn and Facebook Prepares resumes, CV and correspondence and forward the same to client to list suitable candidates
Selected and scheduled interviews with potential employees required for the organization

Assisted the organization to meet with recruiting goals by providing best recruiting practices

J Soft Solutions Limited
Customer Care Professional
January 2011 - February 2013 (2 years 2 months)
Bellary, Karnataka, India

Handled customer calls and clarifications for TATA SKY DTH set up and gave solutions in the specified ATTH

Maintained every quarterly report and submitted to the management

Audited quality of the calls for 3 wings, trained the new joiners.

Education

Sikkim Manipal University - Distance Education
Master of Business Administration - MBA, Human Resources Management and Services

Visvesvaraya Technological University
Bachelor of Engineering - BE, Instrumentation Technology/Technician



Mitcch Duddani (Mitchell Dudani)

Mitcch has about 2 decades of experience across Recruitment, Training, Coaching and Social Media. Has worked across industries from Hospitality, Retail and Consulting.

Last 5+ years she is been coaching and consulting organisations ; start-ups , students and individual professionals on using social media effectively for branding and growth (business and personal)

In her last corporate role she was heading leadership hiring at Coffee Day Group and previously worked with ABC Consultants and Merrin & Associates. Graduated from HLIC, Ahmedabad and Executive PG from XIMB.

Currently at Gig worker and working with multiple organisations and supporting them with Digital Marketing and communications, Recruitments and Training

@MitcchDuddani

<https://www.linkedin.com/in/mitcchduddani>

Name and Designation -

Mitcch Dudani - Gig worker

Vignesh M.K.

Krishnan Kevil Street,

Tq. Karamana, Dist: Trivandrum,

Kerala-

Cell No (KER): +91 812 938 8777

Email-Id: vigneshmk89@gmail.com

OBJECTIVE

"In pursuit of challenging assignments in Training, Corporate Field & Behavioural Management with an organization of repute"

CAREER ABSTRACT

- A budding professional with more than 7 years of experience in ITeS, Customer Service and Training.
- Associated with Seventh Sense Talent Solutions as the Training Quality Manager, HR (L&D) and Senior Trainer.
- Good Experience in Corporate Training
- Worked with FACE (IIM Alumni enterprise) as Verbal Aptitude, Soft skills and Reasoning Aptitude Trainer.
- Worked with ASAP (Kerala Govt. Initiative), as Trainer & program Manager as additional responsibility.
- Sound understanding of ITeS process and customer Service.
- Skilled in Training Students of class XIIth and Degree Students as per the training calendar curriculum designed by ASAP.
- Rich exposure to management of TRAINING PROGRAMS Conducted on state level & district level.
- Demonstrated analytical skills with proven expertise in communication and relationship management, planning and coordination skills.

Company Profile

About SEVENTH SENSE TALENT SOLUTIONS: Indian Institute of Management Bangalore (IIM B) alumni founded and manage this rapidly growing Talent Solutions company. Seventh Sense believes that Talent is the most critical factor that differentiates a great company from a good one. Therefore, we focus our energies on meeting all the skill development needs of our partner colleges and clients. Our offerings are customizable and meet the ever-changing needs of our clients. We count among our clients some of the top 100 colleges and top 50 companies in India and have served clients across the country.

Designated as : Training Quality Manager (TQM), HR (Learning & Development) & Senior Aptitude Trainer

Duration : January 2016- August 2018

Key Result Areas

DELIVERING TRAINING
PROGRAM / TTT EVALUATION
/ FEEDBACK
REPORT/TRAINING
DEVELOPMENT/ ASSESSMENT
PROGRAM COORDINATION.

- Training students as mandated by SEVENTH SENSE on topics like verbal aptitude, soft skills, placement training & personality development
- Networking with students from multiple states to fulfill hiring requirements
- Developing content as per the requirement of the Clients
- Assessing the performance of Junior trainers through Review sessions
- Ensuring all employees are ready to produce the desired outputs
- Conducted many TTT Programs on Presentation Skills, Negotiation Skills, Enquiry Centric Sales, Convincing Skills, Etiquettes and Grooming for Business Development Executives
- Being part of new business initiatives
- Representing the company in social functions of importance from and educational

standpoint

- Mentoring and Guiding Junior Trainers

- ☛ Allocating work to members at office and supervising the work to completion
- ☛ Scheduling TTT programs and Reviews for Junior trainers
- ☛ Conducting tests to ensure the effectivity of the TTT programs
- ☛ Assigning crucial responsibilities to trainers for continued smooth functioning of the organization
- ☛ Jointly participating with the management in decision making for the company
- ☛ Hiring freelance trainers for Training programs
- ☛ Conducting demo sessions for client conversion with a success rate of 90%
- ☛ Participating in business development activities to boost revenue generation
- ☛ Interaction with different stakeholders in the company to understand and implement business protocol
- ☛ Conducting feedback analysis for all members of the training team to determine best successors
- ☛ Creating & updating reports to inform the management about the progress of training programs
- ☛ Supervising Program flow and facilities of infrastructure as Learning & Development In-charge
- ☛ Training students of degree and Post-Graduation category

Company Profile

About FACE: FACE (Focus Academy for Career Enhancement) is one of India's Higher Education focused skill development company, catering to students pursuing higher education in colleges/universities as well as entry level recruits in organisations across various industry sectors.

Designated as : Senior Associate Trainer

Duration : September 2014- November 2015

Key Result Areas

- ☛ Training students as per the content given
- ☛ Training junior trainers in all Verbal and Logical Reasoning topics.
- ☛ Specialized in Besot skills, Verbal and Logical Reasoning topics.

COMPANY PROFILE

About ASAP: The Kerala State, by realizing this responsibility, has embarked upon an ambitious project named State Skill Development Project to equip its young population with skills in cutting edge sectors in order to effectively alleviate the unemployment problem in the state. The project combines both preventive (Additional Skill Acquisition Programme - ASAP) and curative approaches (Additional Skill Enhancement Programme).

OCCUPATIONAL CONTOUR

Organization Name : ASAP (Additional Skill Enhancement Programmed).

Designated as : Trainer

Duration : From July 2013- March 2014.

Revised Designated as : Program Manager

Duration : March 2014- August 2014

DELIVERING TRAINING
PROGRAM / BATCH
SCHEDULING / REPORTING
TRAINING DEVELOPMENT/
ASSESSMENT PROGRAM
COORDINATION.

Key Result Areas

- ☛ Training students as per the mandated of ASAP on topics Like:
- ☛ Evaluating the trained students by conducting mock sessions.
- ☛ Creating & updating reports to inform the management about the progress.
- ☛ Supervising Program flow and facilities of infrastructure as a Program Manager

- Attend training programs to enhance delivery and Improve Presentation Impact.
- Sketching out & implementing policies of functions as per the aims of ASAP.
- Training students of Plus two and degree category.
- Attending training programs conducted by ASAP.

Notable Highlights

- Promoted to the role of Training manager in a span of One Year Based on the performance level achievements.
- Single-handedly supported the summer program across 14 districts of Kerala and delivered exceptional results.
- ⊕ Addressing Students in NSS College.
- ⊕ Devising rate contract and making negotiation to get the customer.
- ⊕ Preparing MIS report and daily follow-up of undelivered consignment.

PREVIOUS OCCUPATIONAL CONTOUR

Name of the organization : "Phykon technologies"
 Position Held : Sr. Support Executive.
 Duration : June 2012 to January 2014.

Key Result Areas

US PROCESS / INBOUND
 PROCESS / TECHNICAL
 SUPPORT / CLIENT
 SUPPORT / CLIENT
 INTERACTION.

- Simultaneously worked in two US processes.
- Foscam technical support and MBD Customer service.
- Solving customer issues over the phone.
- Technical Trouble Shooting of IP Cameras through remote desktop.
- MBD (Cleansing product). Dietary Supplements.
- Dealt with escalated Customer Issues.
- Training of New Employees
- Monitoring Quality of trainees.
- Communication with Client.

ACADEMIC CREDENTIALS

- B.E: Specialization Electrical Engineering, Anna University with 62.00%
 - Plus 2: Kerala State Board, Trivandrum with 70%
 - SSLC: Board of Secondary Education, Kerala with 80%
- IT Skills: Well versed with MS Office Suite (Word, Excel & PowerPoint) & Internet Applications.

ACADEMIC PROJECT

Wind Mill Parameter Monitoring and Controlling Through Internet.

PERSONAL INFORMATION

Date of Birth : December 04, 1989
 Passport No : XXXXXXX
 Language known : English, Tamil (NATIVE) and Malayalam.

Place: Bangalore
 Date: 14/09/18

(VIGNESH M.K)

8

Mr. Chidananda (2023-25)
(2022-24)
Aptitude Trainer

Sl No	Date	Batch	Topic	Duration	Signature
1	11/2/23	1	Number system (Part-1)	2hr	Chid
2	11/2/23	2	Number system (Part-1)	2 hr	Chid
3	25/2/23	2	Number system (Part-2)	1.5hr	Chid
4	25/2/23	1	Number system (Part-2)	1.5hr	Chid
5	11/3/23	1	Number system + Blood Relation	2hr	Chid
6	11/3/23	2	No. system + Blood Relation	2hr	Chid
7	18/3/23	1	Direction Sense + Coding & Decoding	2hr	Chid
8	18/3/23	2	Direction Sense + Coding & Decoding	2hr	Chid
9	25/3/23	1	Percentages, Ratio Proportions + Ages	2hrs	Chid
10	25/3/23	2	Percentages, Ratio Proportions + Ages	2hrs	Chid

Total hrs = 19hrs

Remuneration /hr = Rs 1200/-

Total amount to be paid = Rs 22800/-

Total Remuneration Rs. 22,800/-

Less: TDS @ 10%

2,280/-

Total B. 20,520/-

88

Ms. Jeenthra
(Soft-Skill) - (2023-24)

Sl No.	Date	Batch	Topic	Duration	Signal
1	11/2/23	Batch 1	Setting an Agenda for Soft Skill	2hr	Full
2	11/2/23	Batch 2	"	2hr	Full
3	25/2/23	Batch 1	Public Speaking (Activity)	1.5hr	Full
4	25/2/23	Batch 2	"	1.5hr	Full
5	11/3/23	Batch 1	Activity	2hr	Full
6	11/3/23	Batch 2	Activity	2hr	Full
7	18/3/23	Batch 1	Listening	2hr	Full
8	18/3/23	Batch 2	Listening	2hr	Full
9	25/3/23	Batch 1	Networking & Stress mgmt	2hr	Full
10	25/3/23	Batch 2	Networking & Stress mgmt	2hr	Full

19

Total hrs = 19hrs

Remuneration / hr = Rs 1500/-

Total amount to be paid = Rs. 28,500/-

Total Remuneration Rs. 28,500/-

Less: TDS @ 10% Rs. 2,850/-

Total Rs. 25,650/-

Mr. Chidananda
90 Aptitude Trainer

SL-NO	Date	Batch	Topic	Duration	Signature
1	1/4/23	1	Time & work	2hr	Chid
2	1/4/23	2	Time & work	2hr	Chid
3	6/5/23	1	Profit & loss	2hr	Chid
4	6/5/23	2	Profit & loss	2hr	Chid
5	20/5/23	1	Profit & loss + Revision	2hr	Chid
6	20/5/23	2	Profit & loss + Revision	2hr	Chid

12/21/23

Total hours = 12hrs

Remuneration /hr = Rs 1200

Total amount to be paid = Rs 14400.

Total Remuneration Rs 14,400/-

less: TDS @ 10% Rs 1,440/-

Total Rs 12,960/-

Ms. Arpitha Ranganath (8.)
Soft Skills (Mid term Exam)

Date :- 12/4/23

Mid term Exam

Soft Skills (Pick and Speak)

Duration :- 2hrs + 1hr = 3 hrs

Signature :- Arpitha

/-

Remuneration 1hr = Rs 1200/-

Total amount to be paid = Rs 3600/-

X

Ms. Kantha DA

Date :- 12/4/23

Mid term Exam

Soft Skills (Pick and Speak)

Duration :- 3hr

Signature :- Kantha

Remuneration 1hr = Rs 1200/-


Total amount to be paid = Rs 3600/-

X

Paid

Ms. Tevitha.

Second ⁹² Sem. Batch 2022-24

Sr.No.	Date	Batch	Topic	Duration	Signature
1	19/8/2023	Batch 1	Career Planning	2 hrs	
2	19/8/2023	Batch 2	Career Planning	2 hrs	
3	10/9/2023		Mock PE	8 hrs	
				Total	12 hrs

Total hrs = 12 hrs

Remuneration 1hr = Rs 1500.

Total amount to be paid = Rs. 18,000/-

Total Remuneration Rs 18,000/-

Wells: TDS @ 81. Pa 300.

total is 19.00%

Sl-No	Date	Batch	Topic	Duration	Signature
1	11/4/23	2	Business Etiquette	2hrs	J.P.P.
2	11/4/23	1	"	2hrs	J.P.P.
3	12/4/23	1 Batch.	Mid term	2hrs	J.P.P.
4	15/4/23	All	Bus - communication	2hrs	J.P.P.
			CE-mail / meeting (Digital)	2hrs	J.P.P.
5	6/5/23	1	Writing skills	2hrs	J.P.P.
6	6/5/23	2	Writing skills	2hrs	J.P.P.
7	20/5/23	2	People skills / Creative skills	2hrs	J.P.P.
8	20/5/23	1	People skills / Writing skills	2hrs	J.P.P.
9	20/5/23	1	Preparation for exam	1hr	J.P.P.
Total					19 hrs

Total hrs = 19hrs

Remuneration 1hr = Rs 1500

Total amount to be paid = Rs 28,500/-

Total Remuneration Rs. 28,500/-

Less: TDs @ 10% Rs. 2,850/-

Total Rs. 25,650/-

Sl No	Date	Batch	Topic	Duration
1	26/08/23	Batch 1	INTERVIEW SKILLS	2 hrs
2	26/08/23	Batch 2	" "	2 hrs
3	9/9/23		Interview (Mock)	3 hrs
4	10/9/23		GD (Mock)	3 hrs
5	16/9/23	Batch 1	Feed back and Improvements of interview	1 hr
6	16/9/23	Batch 1	" "	1 hr
7	17/9/23		Mock PI	2 hrs
			Total	19 hrs

Total hrs = 19 hrs

Remuneration 1 hr = Rs 1200

Total amount to be paid = Rs 22,800/-

Total Remuneration Rs 22,800/-

less: TDS @ 2% Rs 456/-

Total

Rs 22,344/-

→ Saturday morning
Mr. Chidanand
Batch - 2022-24

Second Sem

SLNO.	Date	Batch	Topic	Duration	Signature
1	19/8/2023	Batch 1	Time Speed & Distance	2	Chid.
2	19/8/2023	Batch 2	Time Speed & Distance	2	Chid.
1	26/8/2023	Batch 1	TSD, Syllogism	2	Chid.
2	26/8/2023	Batch 2	TSD, Syllogism	2	Chid.
1	2/9/23	Batch 1	Analytical Reasoning Syllogism	2	Chid.
2	2/9/23	Batch 2	"	2	Chid.
1	16/9/23	Batch 1	Clocks part 1	2	Chid.
2	16/9/23	Batch 2	Clocks	2	Chid.
1	30/9/23	All Students	Work & Calendar	2	Chid.
2	30/9/23	All Students	Work & Calendar	2	Chid.
1	7/10/23	Section A	Data Interpretation	2	Chid.
2	7/10/23	Sec B	"	2	Chid.
3	7/10/23	Sec C	"	2	Chid.

Total = 26hrs

Total hrs = 26hrs

Remuneration 1hr = Rs 1500

Total amount to be paid = Rs 39,000/-

Total Remuneration Rs 39,000/-

less: TDS @ 24.1% [1945] Rs 780/-

Total Rs = 38,220/-

ARAVIND WARRIER

SLNO	Date	Batch	Topic	Duration	Signature
1	2/9/23	W21-0	Interview Skills	2hr	
2	2/9/23	W21-0	Interview Skills	2hr	
3	9/9/23	W21-0	Mock PI	8hr	
4	10/9/23	W21-0	Mock PI	3hr	
5	3/9/23	W21-0	Mock PI	6hr	
6	5/9/23	W21-0	Mock PI	3hr	
7	6/9/23	W21-0	Mock PI	3hr	
8	7/9/23		Mock PI	3hr	
9	13/9/23		Mock PI with Resume correction	6hr	
				Totals 36hrs	

Total hrs = 36hrs

Remuneration 1hr = Rs 1500

Total amount to be paid = Rs 54,000/-

Rs	54,000/-
Less: TDS @ 2%	Rs 1,080/-
	Rs 52,920/-

SL No	Date	Student	Topic	Duration	Signature
1	9 Sept.		Interview (Mock)	9-1 (8hr)	Keena
2	10 Sept.	32	GRID	10-1 (8hr)	Beena
3	12/9/23		Mock PI	2hr	
4	13/9/23		Mock PI	2hr	
5	14/9/23		Mock PI	2hr	
6	15/9/23		Mock PI	2hr	

Total Remuneration Rs 22,800/-
less: TDS @ 2% Rs 456/-
Total Rs = 22,344/-

19hrs

Total hrs = 19hrs.

Remuneration / hr = 1200

Total amount to be paid = Rs 22,800/-

Mr. Aiyappa

Total Remuneration Rs 20,400/-
less: TDS @ 2% Rs 408/-
Total Rs = 19,992/-

1	9 Sept	1003	Interviews Mock	8hr	
2	10 Sept		GRID Mock	3hr	
3	13/9/23		Mock PI	2hr	
4	14/9/23		Mock PI	2hr	
5	15/9/23		Mock PI	2hr	

17hrs

Total amount to be paid = 17 x 1200 = Rs 20,400/-

Ms. Rajael

1	9/9/23		Mock Interview	8hr	Jagael
2	9/9/23		Mock GRID	3hr	Jagael
3	16/9/23	Batch 1	Resume Set-up	1hr	Jagael
4	16/9/23	Batch 2	Resume Set-up	1hr	Jagael
5	17/9/23		Mock PI	2hr	Jagael

15hrs

Total hrs = 15hr

Total amount to be paid = 15 x 1200 = Rs 18,000/-

Total Remuneration Rs 18,000/-
less: TDS @ 2% Rs 360/-
Total Rs = 17,640/-

Paid

31

Mr. Chidambaram

SLNO	Date	Students	Topic	Duration	Symbolic
1	22/11/23	180	Number Series, Cubes	2hrs	Symbolic
2	22/11/23	180	Number Series, Cubes	2hrs	Symbolic

Total hrs = 4hrs

Remuneration /hr = 1500/-

Total amount to be paid = 6000/-

Mr. Vignesh

SLNO	Date	Students	Topic	Duration	Symbolic
1	25/11/23	180	Work ethic, Empathy, Team building (Activities)	3hrs	Symbolic

Total hrs = 3hrs

Remuneration /hr = 1500/-

Total amount to be paid = Rs 4500/-

Total Remuneration = 10500/-

Paid