

SUMMARY

- 📄 **Corporate Trainer** for the last 15 years. Trained in Organizations like Toshiba; Hitachi; Philips India; LPU; Honeywell Technologies; GE
- 📄 **Online/Personal Trainer** for the last 15 years
- 📄 Conducting Trainings in **Microsoft Technologies**
- 📄 Providing Trainings in **Excel, Advanced Excel, Excel Analytics & Dashboard, Power BI, PowerPoint**
- 📄 Designed solutions in the areas of Manufacturing, MIS, Operations Excellence

TRAINER ROLE

- 📄 **Corporate** – Talk to Functional Heads, understand training needs, view/get data usage practices prevalent in the Organization, design training work files for the training.
- 📄 The trainings and related Work files are designed as per Corporate needs separately for Standard and Advanced level trainings
- 📄 Training Workfiles are used during the training
- 📄 If necessary, Pre and Post exercises are conducted
- 📄 **Personal** – Trainee level is assessed, and training need (Standard or Advanced) is identified
- 📄 Option for Live Online or Recorded Online training is presented
- 📄 If necessary, Pre and Post exercises are conducted to gauge real level of the trainee
- 📄 For regular practice upkeep, more exercises are awarded after the training, so that knowledge is regularly refreshed

TOP SKILLS

- Advanced Excel
- Analytics & Dashboard
- Power BI

TECHNICAL SKILLS

- Power Pivot
- PowerPoint

CERTIFICATES

- 2005
Microsoft Certified
Professional

Activities involving:

- ☐ Creating multiple files/sheets from different sources, processing the data like sorting, filtering, pivoting the data and creating required reports
- ☐ Reading text/CSV files exported from SAP or other AI tools and making them Excel ready with necessary reports duly formatting the data
- 📄 **Role requires** talking to Functional Heads to identify repeating jobs
- 📄 Understanding path of data flow – from source folders to Excel export to produce final output
- 📄 Output destined for another Excel file or PDF file
- 📄 Designing and suggesting alternate measures to reduce time in manual operations, and then suggesting VBA solution for 5x to 10x time saving solutions
- 📄 **Solutions Made**
 - ☐ CSV Files converted to Excel for another Excel file using Pivots, Charts or another sheet, file as output
 - ☐ Collated data for YTD output, and Dashboards