

GAYATHRI R
Training Consultant

gayathri.training@gmail.com (+91 98846 11170)

Key Skills and Expertise

I am a dynamic, passionate and accomplished training professional. My comprehensive skills support a variety of professional undertakings.

I possess a Master's degree in Electronics and have over 15 years of academic and corporate experience. I am endowed with excellent communication skills and possess a strong ability to connect with the participants.

I am a Certified Master Trainer for National Skill Development Council (NSDC) and was part of the Pradhan Mantri Kaushal Vikas Yojana - PMKVY team. I have handled Train the Trainer sessions for NSDC - Logistics Division. I am validated as a trainer by the British Council to handle core skills.

I have completed ISTD Diploma program in Training & Development (Govt. Of India certified training program). I am also a freelance QMS Consultant & a certified basic NLP Practitioner.

Professional Experience:

August 2011 till date: Freelance Training Consultant

Core competencies

- Intellectual versatility
- Planning and organizing
- Experiential learning
- Technology orientation

Training Experience

Areas of Expertise Include behavioral and communication skills

A few training modules handled are:

- Team Building
- Creativity and Innovation
- Leadership and Motivation
- Stress Management
- Customer service/ Client interfacing skills
- Presentation Skills
- Personality Development

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- Business Communication/ Assertive Communication
- Building Personal Accountability
- Business Etiquette
- Personal Effectiveness
- Time Management
- Problem Solving and Decision Making

Clientele:

Corporate clients:

Mphasis, Datacede, IAAI – IATA Agents Association of India, Taanya Travels, Veryx Technologies, Nihon Technologies, United India Insurance (Nalanda Corporate Learning Center), NSDC (National Skill Development Council), Larsen & Toubro Limited – Chennai, HP etc.

Colleges:

RMK Engineering College, SRM Engineering College, Mohamed Sathak Engineering College, Shasun Jain College etc..

March 2010 to August 2011: Technical Writer, Veryx Technologies, Chennai

Expertise:

- Managed software technical documentation development
- Worked with developers to plan and outline documentation needs and to produce contents like topology diagrams, test cases, test plans, user manuals etc..
- Composed, formatted, edited and maintained business requirements using cases, functional specifications, technical specifications and design documents

April 2006 to June 2008: Marketing Head – Eloka Enterprises, Chennai

Expertise:

- Formulated business strategy and made business development presentations to potential clients
- Conducted market survey to identify tastes and preferences of customers in the entire gamut of Digital Electronics related products
- Conducted marketing seminars to reach out to different segments of customers

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June 2004 to March 2006: Lecturer – KRMMC , Chennai

- Handled Digital Electronics and other subjects for 2nd and 3rd year B. Engg. students

01 June 1995 to 23rd September 1997 (part time lecturer), 23rd September 1997 to December 1998 (full time lecturer): Caledonian College of Engineering, Sultanate of Oman (Affiliated to Glasgow Caledonian University, UK)

- Handled various electronics related subjects for engineering students

23rd December 1993 to 31st October 1994: Lecturer – Sastra University (Shanmugha College of Engineering), Thanjavur Tamil Nadu

- Handled Electronic circuits, circuit theory, digital electronics for second and third year engineering students in Electronics and Instrumentation Department (E&I)

06 September 1993 to 13th December 1993: Lecturer – Urumu Dhananakshmi College (UDC), Trichy Tamil Nadu

- Circuit Theory, Computer Graphics and Nuclear Physics & Material science

Educational Qualification:

- Masters in Industrial Electronics - Seethalakshmi Ramaswamy College, Tiruchirapalli – 1993 (Passed out with Distinction)
- Bachelor in Industrial Electronics - Seethalakshmi Ramaswamy College, Tiruchirapalli – 1991 (Passed out with Distinction)

Certifications:

- Have completed Oracle and .net certification courses
- Have done a certification course in ISO 9001:2008
- Completed Indian Society for Training and Development (ISTD) Diploma Program
- Certified basic Neuro-linguistic programming (NLP) Practitioner

Personal Information

- Date of Birth - November 25, 1970
- Language Proficiency- English, Tamil and Hindi