



PERSONAL INFORMATION

✉ Email
gourav.purandare@gmail.com

☎ Mobile
(+91) 9926791476

📅 Total work experience
12 Years 0 Month

KEY SKILLS

Soft Skills Trainer

Content Development

Training Delivery

Training Need Analysis

training budget

Learning

Organizational Development

Corporate Training

Employee Engagement

OTHER PERSONAL DETAILS

City Indore

Country INDIA

LANGUAGES

- Hindi
- English

Gourav Purandare

Soft Skills Trainer

PROFILE SUMMARY

An experienced Learning and Development professional with an excellent experience in working fast paced environment, with different industries, open for opportunities and ready to relocate.

EDUCATION

2013

B.Com

**Mahatma Gandhi Chitrakoot Gramodaya
Vishwavidyalaya, Chitrakoot**

WORK EXPERIENCE

Apr 2024 -
Present

Soft Skills Trainer

IndianOil

1. Development and Creation of Relevant Learning Materials

Oct 2023 - Feb
2024

WE Team Lead

SBI Cards & Payment Services

- Conducting induction, product & process trainings for blue colored employees.
- Evaluating the effectiveness of the training by performance tracking.
- Sending reports/MIS to the stakeholders on the progress/pending status of activities.
- Responsible for on-going observations of direct reports, providing guidance, mentoring and support that focus on performance improvement of the employees.
- Conducting OJT for employees who are bottom performers.
- Evaluating organizational performance to ensure that training is meeting business needs and improving performance.

May 2022 - Jul
2023

Process Trainer

Conneqt Business Solutions Limited

Ensured successful execution of training needs. Measured program training effectiveness. Was responsible for on-going observations of direct reports, providing guidance, mentoring and support that focus on performance improvement of the candidate. Sent reports/MIS to the Operations team on the progress/pending status of activities. Reviewed content at regular intervals to ensure all updates are incorporated. Managed Knowledge Check for New Hires' & Production Staff.

Mar 2021 - Apr
2022

Assistant Manager Learning and Development

SK Finance Limited

Identified and assessed future and current training needs through job analysis, reviews and consultation with line managers with focus on Sales Team Employees. - Drew an overall or individualized training and development plan that addresses needs and expectations department wise. - Deployed a wide variety of training methods like web-based seminars, printed manuals, group sessions, training videos, Role-plays and more. - Conducted effective induction and orientation sessions for senior and mid- level management people. - Modified or

- Marathi

Feb 2018 - Dec 2020

created course materials and training manuals to meet specific training needs. - Worked closely with zonal heads, state heads, area managers to address learning issues, instruction problems, On the job training needs regarding specific employees or departments. - Maintained a keen understanding of training trends, developments and best practices industry wise.

Freelance Trainer

Self Employed Consultant

Conducted soft skills training, behavioural skills, life skills trainings for different organizations, coaching institutes, finishing schools etc. Prepared effective training content and module & training budget. Understood business and planned trainings accordingly, conducted the evaluations to monitor the effectiveness of the training. Ensured the final objectives of the training are met, conducted periodic training need analysis. Ensured the training delivery is as per the quality standards, conducted training programs as per the inputs shared by business team and promoted interesting learning session for the employees. Demonstrated understanding of Employ-ability skills, training materials, and procedures with understanding of various training methods. Conducted all the pre and post training activities.

Nov 2014 - Dec 2017

Process Trainer

Teleperformance

Provided product & process and delivered communication & soft skills training to all the new trainees. • Updated daily briefings and other updates to supervisor on floor & make sure that it is downloaded properly to all the CSO, Sr CSO & SME of their team. • Took the refresher training of the CSO & SCSO of the floor. • Played a key role in client Interaction. • Taken care of all the trainees in the OJT period. • Took the final certification of the trainees. • Provided refresher and product update training to supervisor of floor every month.

Projects

561 Days

Academy On Wheels

Development and Creation of Relevant Learning Materials. 2. Identification of Relevant Learning Methodologies and Approaches. 3. Optimization of Training Materials to Meet the Changing Preferences. 4. Evaluation of Strengths and Weaknesses of Employees. 5. Training Progress Track and Detailed Report. 6. Motivation and Encouragement of the Team. 7. Recapitulation of Learning Outcomes.

COURSES & CERTIFICATIONS

- Diploma In Computer Application