**SIDDHARTH DATTA**

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Career Objective:

Seeking senior managerial position in Training, Learning &Content Development department in order to undertake and execute all training and development goals of the organization.

Professional Contour

Over Ten years of experience in Training & Development with a versatile areas like Mortgage (Residential & Commercials), Risk & Fraud Management, Sales, Customer Service, Leadership and Recruitment Training.

Key Competencies

* Proficient in Recruitment & Selection Training for various levels
* Skilful in creating Assessment Centre for Recruitment & Selection
* Expert in training Interviewers on Selection Process
* Training specialist in Leadership & Management Coaching
* Profound in OD Interventions & Assignments
* Employee Development through Training & Coaching
* Client Management, Training Delivery and Content Development Aspects.
* TTT, Trainer Certifications, Training Audits, Feedbacks and Trainer Life Cycle
* Development



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| Position | Period | Organization | Key Responsibilities |
| Manager – Learning & Development  1year above | July 2015  Onwards | HDFC Sales,  Mumbai | \*Training on Credit Risk Management  \*Training on KYC & Customer Due Diligence  \*Training on File Justification & Disbursement Process  \*Specialized in Pay slip & Bank Statement Analysis  \* Expertise in evaluating Customer Repayment Capacity  \*Telephonic Training on Qualifying Customers  \*Training Types – Loan Eligibility, Profiling, Operations, Sales, Real Estate, Property Business Terms  \*Preparing Training MIS  \*Rolling out Training Calendars  \* Conducting “Train The Trainers” Programs |
| Assistant Manager – Training & Development  4 years | July, 2011 – June, 2015 | Reliance Media Works | \*Sales &Customer Service Training  \*Training Module Development  \*Risk Management Training  \*Leadership & Behavioral Training  \*Telephonic Training on Sales & Customer Service |
| Senior Trainer  5 years | May, 2006 – July, 2011 | Daksh Academy, Kanpur | \*Training& Content Development done on:   * Soft Skills * Communication * Group Discussion * Interview Preparation * Customer Service * Selling Skills * Personality Development * Curriculum Management |

**Seminar & Training Experience:**

* Designed the Assessment centre for Training, Interview & Promotion for HDFC SALES
* Accountable for Pan India IDP (Individual Development Programme) for Reliance MediaWorks PAN India Theatre Managers, Area Managers HR Managers in 2014.
* Training Project of Teachers & Principals at PAN India under CBSE Project during IndiaCan
* Conducted a 2 days’ Workshop on “Personality Development & Presentation Skills” in STEP – HBTI in Kanpur in January, 2012.
* For SRM University in association with DainikJagran Worked as a Quiz Master (Content Making & Campaigning) in India Mastermind Quiz Contest, 2010

Core Job Skills

* Competent in doing Training Need Analysis& Training Delivery & Training Evaluation
* Specialized in Mortgage Training for Home Loan & Commercial for Salaries & Self Employed
* Expertise in Property Business Training like Property Selection, Marketing Property Facilities, Sales Closing Techniques
* Profound in designing Training Modules according to client requirements
* Specialty in framing Management Development Programmes, Role Plays, Management Drills.
* Experience in Competency Mapping & Performance Management
* Astute skills in making & delivering training module on Customer Service, Leadership Development and Team Building with various drills, role plays, exercises compiling with a Training Evaluation Report

**Qualification:**

Professional Qualification

* **PGDM (2009 - 2011)** in**Marketing**&**HR** (dual specialization) from **Dr. VirendraSwarup Institute of Computer Studies, Kanpur**, approved by AICTE, Ministry of HRD, Govt. of India.
* **MBA (2009 – 11)** with **Human Resource Management** specializationfrom **CMJ University Meghalaya.**
* **ISTD Diploma in Training & Development**approved by **Ministry of HRD, Govt. of India.**
* Certified **Retail** & **Sales Trainer** from IndiaCan Education Pvt. Ltd.
* Certified **PDP** & **Business English** from IndiaCan Education Pvt. Ltd.
* Certified trainer in **Top Notch (USA) English** Program

**Academic Qualification**:

* **MA -Economics (2010-2012) from Kanpur University.**
* **Pursuing M.Sc (Applied Psychology)** from Annamalai University
* **BA**(economics) from Kanpur University,2009
* **Intermediate** from Shivaji Inter College, Kanpur,2006
* **High School** from Sheiling House School,2002

**Personal Profile:**

**Date of Birth:** October 1, 1985

**Marital Status:** Married

**Languages Known:** Hindi, Bengali, Punjabi& English

**Hobbies:** Practicing Martial Arts

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