**Prashanth V**

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*Career Objectives***:**

Professional objective is to enable individuals of an organization and in turn whole organization to excel, toperform better today than yesterday, by imparting/sharing knowledge & skills acquired through learning from work experience, academic study, certifications, training & global exposure.

*Summary:*

* Well rounded professional experience of **11 years in Training & development, Vendor Management, MIS reports** (Daily, Weekly, Monthly, quarterly & yearly).
* **In depth knowledge of Training & Development Life Cycle**
* MIS Reporting & Data Analysis at Program Management Office (PMO).
* **Shaped career through diversified roles which include MIS Reporting, Project Management Office, Office Administration, Training Administration, SAP End-user.**
* **Effective/Efficient handling of PMO for Project Readiness Program for a leading IT services company in India, for 12000+ fresh recruits in a year, managed 600k training days, design & implementation of training curriculum for engineering/science graduates, Planning & scheduling for trainings.**
* Certified in ISO 27001:2005 Internal Auditor, High Impact Presentation Skills, Seven Habits of Highly Effective People, Service Excellence, and Communication Skills.
* Has good exposure to different cultures, of having engaged with customers across India.
* In-depth involvement in preparing MIS Reporting & Data Analysis.

*Experience* ***From: Nov-2007 - To: Nov-13***

***Wipro Technologies, Talent Transformation – Bangalore***

***Responsibilities:***

***MIS Reporting & Data Analysis From: April-2013 – To: Nov-13***

* *Preparing MIS reports & Data Analysis on UCF (Unified Competency Framework ), open Indents for resources, Bench report & Skill sets of Bench employee& workforce planning & development*
* *Generating MIS Report & Data Analysis on daily, Week, Monthly & Quarterly.*
* *In-depth usage Excel & inbuilt tools for preparing reports.*

***Program Management Office (PMO)From: Nov-2007 – To: March-2013***

* *Part of the Program Management office for Architect Academy training needs.*
* *Managed around 1500 employees training under Architects Academy training.*
* *Head of Program Management Office for Project Readiness Program in Talent Transformation Function& Talent Acquisition shared services groupsof Wipro Limited.*
* *Management of Fresh Recruits Training across various technology domains and locations of Wipro Technologies.*
* *Managed technical and soft skill trainings for 12000 young graduates, amounting to 600K trainee days of training in FY 2005-09.*
* *Visiting the colleges during hiring & after hiring for sharing the training & development plans.*
* *Managing around 3000 trainees/fresher’s undergoing the Project Readiness Program at any point of time.*
* *Other Responsibilities include design of learning framework for fresh graduates, performance evaluation of the trainees learning and counseling of these young minds.*

***Wipro Technologies, Talent Transformation – Bangalore, “Under payroll of Raj Office Solutions Pvt Ltd., Koramangla, Bangalore”***

***Training Executive From: April-2006 to Oct 2007***

* *Management of Fresh Recruits Training across various technology domains and locations of Wipro Technologies.*
* *Managed technical and soft skill trainings for 12000 young graduates, amounting to 600K trainee days of training in FY 2005-09.*
* *Visiting the colleges during hiring & after hiring for sharing the training & development plans.*
* *Managing around 3000 trainees/fresher’s undergoing the Project Readiness Program at any point of time.*

***Operation Support Group From: Jan-2005 – To: March-2006***

* *Primary role was to lead the OSG team of Bangalore region. I was entrusted to monitor SAP updation, Training room Management & Manage the Operations Support Group*
* *Monitoring & taking responsibility for the daily activities of the team. Identifying & resolving problems faced by the team.*
* *Responsible for direct interaction between the participants and faculty to facilitate smooth running of the programs*
* *Allotting Training Rooms for various Technical & non-Technical Trainings. Providing logistic support for the same*
* *Processing Project Management ProfessionalApplications from employees to Project Management Institute*
* *Co-coordinating and arranging trainings as & when we receive requests from different verticals for outsourcing the training.*

***SAP End user:From: April-2003 – To: Dec-2004***

* *Heading SAP End User Team of Talent Transformation across country.*
* *Involved with automation team in making user friendlySAP for day to day activates.*
* *Updating training records conducted by Talent Transformation Division in SAP.*
* *Updating External faculty/vendor details into SAP & keeping tracking of training done by the faculty/vendor.*
* *To prepare MIS report for the trainings conducted for Analysis & Planning.*
* *Processing of Payments of Vendors & Clearing dues in SAP.*
* *Coordinating between the vendor and Wividus (Finance team) for in time Payment Processing.*

*Education:*

* *Pursuing Masters’ in Business Administration (HR) from Mysore University (Correspondence)*
* *Bachelor of Commerce (B.Com) from Bangalore University*
* *Diploma in Banking from Bangalore University*

*Other Learning and Certifications:*

* *High Impact Presentation Skills*
* *Seven Habits of Highly Effective People*
* *Certified ISO 27001:2005 Internal Auditor*
* *Certified Trainer & Facilitator (Training)*
* *Customer Centricity*
* *Service Science*
* *Cross Culture*
* *Train the Trainer Program for Campus 2 Corporate trainings*
* *Stress Management*
* *Symphony (Team Building)*

*Interests:*

*I have a keen interest in wildlife long drive, reading books and motorbikes. I am alsoPassionate about travelling.*

REFERENCES ARE AVAILABLE UPON REQUEST