



Prajakta Dharmadhikari

Corporate HR | L&D Professional | HRMS

A proactive and fast learning individual, thirst to learn and explore with enthusiastic and professional approach. Equipped with the required skill set in L & D, training facilitation & Communication & Corporate HR activities. Experience in creating & Leading training & development programs.

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📍 Pune, India

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WORK EXPERIENCE

Trainer - L & D

1. PD's Academy (Self-Employed & Freelancer)

02/2015 - Present

Pune, India

Achievements/Tasks

- Customized Curriculum Development, One-on-One Instruction and Guidance, Student Progress Assessment and Feedback, Parent and Guardian Collaboration.
- Acquired, Arranged & developed training process manuals, guidelines & course materials such as handouts & visuals for GD & PI for PG M.B.A. Students. Increased participants engagement by 30%.
- Enrichment and Supplemental Learning Activities. Examined different training delivery methods such as in-person & virtual to improve training efficiency, costs or environmental consequences.
- Problem Solving, Educational Leadership, Leadership, Teaching. Designed trainings & peer-mentoring programs.
- Facilitated onboarding and soft-skills training programs.
- Managed all training logistics, vendor coordination and post-training evaluations.

VOLUNTEER EXPERIENCE

Freelance Trainer

IDEA Foundation (NGO)

Tasks/Achievements

- Trained the staff through various activities (like drama, role-play), Conducted Critical thinking & Design Thinking training for staff, Taught Math & English to the high-school students.

KEY SKILLS & COMPETENCIES

Technical Skills/Corporate Training & Facilitation

wide experience in Education domain. Skilled in corporate training & facilitation using new age methodologies to drive engagement, participation & measurable outcomes. (Freelance)

Employee Engagement & Retention

Drove employee well-being programs, reward & recognition frameworks, and cultural initiatives at the shop floor in Eaton fluid power Limited during my Internship period.

Training Needs Analysis (TNA)

Identifying training needs within an organization.

Curriculum Development, LMS, Evaluation & Feedback

Designing comprehensive & structured training calendar. Behavioral & Technical training for line & staff.

Soft Skills/ Communication/Behavioral Trainings

Teaching interpersonal skills like communication, leadership and teamwork.

SKILLS

Training & Development

Behavioral & Soft skill training

Coaching & Mentoring

E-Learning, Blended & Digital Learning

Analytics

EDUCATION

M.B.A (HR)

MIT-COE Pune University

2012 - 2014

62%

B.E (E&TC)

MMCOE Pune University

2007 - 2011

61%

COURSES

HR Analytics & Digital HR Course

Indian Institute of Management (IIM) Indore

Diploma in Design Thinking

Alison Certifications

Diploma in Neuro-linguistic Perspectives

Alison Certifications

Instructional Design Principles to Create Successful E-Learning Courses

Alison Certificates

WORK HISTORY

Finite4 Engineering Services (02/2022 - 08/2022)

Talent Acquisition Executive

Persistent Systems (07/2021 - 01/2022)

Talent Acquisition Executive

PD's Academy (Founder & Lecturer) (02/2015 - Present)

L & D and Training facilitator

Hexagon Executive Search Firm (08/2014 - 02/2015)

Recruitment Consultant

PGA Edutech (01/2011 - 12/2012)

HR Executive