



# MONICA MAHESHWARI

HR LEARNING AND DEVELOPMENT

## PROFILE INFO

A dynamic facilitator, content creator, effective collaborator, motivational speaker, and an outstanding planner with an entrepreneurial spirit having more than 9+ years of work experience in various industries and business verticals, and more importantly very passionate about taking on challenging projects.



### Phone

+91 9920486347



### Email

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### LinkedIn

<https://www.linkedin.com/in/monica-maheshwari/>

## TRAINING EXPERTISE

Effective Business Communication

Work-Life Harmony

Effective Team Bonding Sessions

IELTS Coaching

Personality Assessment

Personal and Professional Grooming

Graduate Training Programs

Rock your LinkedIn profiles

Business Storytelling

Behavioral Interviewing Techniques

Resume Building Expertise

Personal Branding

Virtual Communication

Presentation skills

Public speaking

Email Writing

Induction Training Programs

Professional English Trainings

Influencing Techniques

Sales Training Programs

## IT PROFICIENCY

Oracle9i, Office 365

C++, JAVA, MS Excel

## WORK EXPERIENCE

**JUL 2020-  
CURRENT**

### **FACULTY (TRAINING AND PLACEMENT) NARAYANA BUSINESS SCHOOL**

- Design and facilitate varied Graduate Training Programs
- Planning and executing strategies to make the Management Grads Market Ready
- Coaching and Mentoring Students from Onboarding to the Final Placement
- Develop and lead the development of learning resources including cases, toolkits, curricula, training programs, etc.
- Conducted Workshops for in-house staff and other corporate through Management Development Programs
- Working closely with Management in terms of Marketing strategies and Business Development activities

**FEB 2018-  
JUL 2020**

### **CO- FOUNDER, BUSINESS LEARNING**

- Handled functional roles like strategic marketing, content and client management
- Designed creative tailor-made Gamification training modules
- Engaged and Aligned with 250+ B-schools with varied Training assets
- Worked upon various business strategies to bring the product close to the PMF (Product Market Fit)

## CERTIFICATIONS

1. British Council certified IELTS Trainer
2. Art of Business Storytelling
3. Design thinking
4. White papers published on Emotional Intelligence, Retention Strategies

## EDUCATION

1. Pursuing PhD
2. Masters in Human Resource
3. Post graduate Diploma in Business Administration
4. Bachelors of Computer Science

## INDUSTRY EXPERTISE

Banking, Education, Chemical, Engineering, Real Estate, IT, MSMEs, SMEs

## ACHIEVEMENTS

1. Speaker Expert on 15+ student and college forum
2. Designed and Delivered FDP
3. Designed Employability Enablement program for Management Graduates
4. Actively working on my Passion Project 'JUNOON'
5. Official College Jockey in FM 94.3 "MY FM"

DEC 2016-  
JAN 2018

### CO- FOUNDER

#### ANALYTICS EDGE CONSULTANT PVT LTD

- Create and Execute need based Training Programs for varied Corporate Stakeholders
- Identify Capability Gaps and drive upskill Learning Strategies
- Evaluate Training Program using Kirkpatrick's model of Training Effectiveness
- Crafting Training modules that reduce instructor 'talk-time' to incorporate more client- centered classroom atmosphere

JAN 2015-  
SEP 2016

### ASSISTANT MANAGER

#### SUN CAPITAL ADVISORY PVT LTD

- Generated and formulated daily MIS reports
- Detailed KSA analysis of varied Team Performers
- Strategised Market diversification plans, generating prospects and closing mandates

DEC 2013-  
JUN 2014

### RISK ANALYTICS

#### DUN AND BRADSTREET- CIBIL

- Worked as a data acquisition manager testing and validating the authenticity of the database of various MFIs, NBFCs, National Banks, RRBs,
- Responsible for gathering and integrating of databases relating to individual consumer and non-individual entities from respective financial institutions

JAN 11-  
AUG 13

### TRAINING OFFICER

#### STATE BANK OF INDIA

- Handled Branch operations, regulatory compliance, authorized and evaluated overdrafts and loans
- Investigate and resolve special account inquires including legal transactions
- Strong probing, communication, analytical, problem solving and decision making skills to effectively uncover and resolve complex customer and employee issues