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DATE OF BIRTH

October 6, 1990

MARITAL STATUS

Single

HOBBIES & INTEREST

- Listening to Music
- Watching Cooking shows,
- News Debates & Cricket

HEMANTH PRABHU G

Senior Learning & Development (L&D) Support

EDUCATION

- Master of Business Administration (MBA) from Sri Bhagawan Mahaveer Jain College, Bangalore. 2012-2014.
- Bachelor of Business Management (BBM) from SSMRV Degree College, Bangalore. 2009-2012.
- Pre-University (X11) from Sri Sathya Sai Loka Seva PU College, Muddenahalli .2007-2009.
- SSLC (X) from Vasavi Education Trust, Bangalore. 2007.

WORK EXPERIENCE

Hewlett-Packard, Inc as a Senior Learning & Development (L&D) Support August 2018–Present

- Responsible for execution of the complete training cycle – Planning, Organizing, Scheduling, and Reporting.
- Constant update and analysis of trainer's pool.
- Ensure respective courses are set up and classes are uploaded on the tool (SABA).
- Publish constant development and review of learning compliance reports to the concerned stakeholders.
- If external venue/Vendor, perform the procurement (raising the PO, materials etc) tasks. Once the sessions are delivered, check with regards to invoices & take the necessary actions accordingly.
- Part of the D&I community- Conduct the first round of interview (telephonic) for the differently abled candidates for various openings across HP India & pass on the feedback to the concerned respective hiring managers and schedule the future round of interview.
- Part of the New Employee Orientation community across HP- Deliver the New Employee Orientation (HP Wayfinder) sessions for the new hires across HP globally.

SKILLS

- Strong problem solving and analytical skills,
- Team player with good time management and delivering under pressure.
- MS Office
- Excellent verbal and written communication skills
- Leadership skills, coordinating skills, good grasping capacity, Recruitment skills, Procurement skills, Decision Making, Conducting Interviews.
- Training & Mentoring.

Cisco Systems, Inc as a Project Coordinator from April 2015–July 2018

- Coordinating with various stakeholders to ensure that the project runs smoothly and ensure TAC policies are met.
- Dealing with customers through email mode according to the case/ticket situations/conditions.
- Assisting and coordinating between the customers and CISCO engineers to ensure that the ticket raised by the customer is not stagnant.
- Handled the backlogs of 30 engineers of the Sydney Cisco TAC & 8 engineers from the CROWN technology in terms of case follow-ups with the customers along with team lead role.
- Preparing and providing various reports to the management (weekly, monthly, and quarterly)
- A team lead with experience of handling a team of 8 members.
- Part of the interview panel (Team Lead round) on a regular basis for the new hires & was also a part of the final discussion panel regarding the selection of the right candidates.
- Recording and providing the details of my team members regarding their leaves & WFH to the concerned stakeholders for salary purpose. Coordinating with trainers to take care of the trainings and ensure it takes place smoothly and as per the plan.
- Have also played the role of a mentor for the new employees in terms of their QC & guidance.
- Was responsible for the birthday celebrations of my team members in terms of arranging the cake and snacks.
- Was a part of the food committee team & the various meetings.
- Have arranged and organized a team bash for my team successfully.

PROJECT UNDERTAKEN

- A study on Bank Credit Schemes from Corporation Bank, Bangalore. February 2012 (One Month).
- Organization Study from Kanthi Precisions Pvt Ltd, Bangalore. March 2013 - April 2013.
- A study on an analysis of MSME Financing Schemes from Canara Bank, Bangalore. September 2013 - October 2013.