S H R U T H I R A V I N D R A N

M A N A G E R - L E A R N I N G A N D D E V E L O P M E N T

# C O N T A C T

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# P R O F I L E

Passionate L&D Manager with strong project management skills and ability to manage multiple stakeholders and meet deadlines. Successful in training hundreds of adults in workplace professionalism and enhancing employment quotient. Strong analytical, interviewing, organizational and problem-solving skills. Charismatic leader with proven ability to lead organization effectiveness programs via in-person or virtual classroom trainings and by keeping aware of best practices.

# E X P E R T I S E

Certified Master Instructor

# W O R K E X P E R I E N C E

## Senior Manager Holistic Development

Leadership Development (Training & Coaching )

Masai School

2021 Jan- 2023 May

Project Management Training Needs Analysis Talent Management



Learning outcomes and tracking Adult Learning Techniques Instructor Evaluations

Strategic Workforce Planning Content Development Presentation Designing

Cross functional Team Training Quality Assurance

# T O O L S

Google Suite

MS Office, Word, Excel

LMS Platforms (Course/Canva/Clever LMS)

Interview Prep Tools (Taplingua/Hiration/Utter) Canva

Learning Tools (Padlet/Mindmeister) Video Recording tools (Loom, Vimeo ) Video/Audio Conferencing (Zoom

/Skype/Webex/Slack/Tandem)

Demonstrated exceptional facilitation skills with a CSAT score of

4.8, consistently receiving positive feedback from participants for creating engaging and impactful learning experiences.

Spearheaded the development of an L&D strategy that effectively influenced higher-level stakeholders and peer groups, enabling the realization of learning vision and executing the learning agenda.

Formulated needs assessments and job/task analyses, including conducting focus groups and working with SME's, to analyze training needs and business requirements.

Facilitated leadership training principles in real-world scenarios, fostering 50% increased productivity, improved cohesion and effective resolution of conflicts.

Conceptualized and designed known education principles to stay up to date on new training methods & techniques. (Blooms Taxonomy).

Supervised the design and implementation of a competency-based performance evaluation system, which led to a 40% increase in successful placements due to enhanced alignment.

Performed audits to verify adherence to the current curriculum, as well as to analyze evaluation results for identifying potential areas of improvement using ADDIE Framework.

Actively participated in the implementation of LMS, leading to the establishment of a centralized platform for L&D which significantly enhanced accessibility and reporting capabilities, benefiting the organization as a whole.

# W O R K E X P E R I E N C E

## Transformation Consultant

iPrimed Education Solutions

2018 May- 2020 Dec

**C E R T I F I C A T I O N S**

Dale Carnegie Certification British Council Certification POSH Act (2013) Certification LNA Practitioner Certification (Udemy)

LinkedIn Certifications (L&D)

**A C H I E V E M E N T S**

Rewarded several awards for best performance demonstrating organizational values.

Conducted multiple webinars and and discord sessions to encourage students across the country.

Involved in CSR venture of Microsoft to empower women to

enhance employability.

Conducted Campus to Corporate training program for IIT graduates for a pilot venture.

Actively participated and won several awards in cultural activities in school

and college.

**E D U C A T I O N**

**Bachelor of Technology**

**Calicut University**

2005-2009

**XII Board- CBSE**

**Bharatiya Vidya Bhavan**

2003-2005

**I N T E R E S T S**

Calligraphy Singing Dancing

Enhanced the design of blended learning pathways, including job aids for seamless integration of learning into daily work.

Collaborated with SME's and stakeholders to design and develop curriculum that focus on achieving performance-based learning objectives.

Designed and developed training materials, including manuals, visual aids, videos, and e-learning modules.

Facilitated classroom and online workshops that enable others to think and act differently with a CSAT Score of 4.9.

Conducted communication screening for potential interns as part of hiring and recruitment process under the HTD model. Utilized leadership training skills to delegate tasks, leverage team strengths for improved organizational efficiency.

Spearheaded a culture of continuous improvement through a framework and empowering employees to take ownership of their career development (Campus-Corporate Programs).

Assessed instructional effectiveness and determined the impact of training on employee skills.

Clients : Amazon, DXC, Capgemini, CTS

# Project Trainer

Mphasis Limited 2010 May- 2018 May

Inducted new employees to equip them with the project policies, processes, performance strategies and practices whereby employees adjust or acclimatize to their roles and working environment.

Partnered with the Team Managers, to bring new hires from the classroom to proficiency at quality.

Implemented surveys to identify training needs based on projected production processes.

Collected, interpreted, and distilled customers' business requirements into clear specifications and other product/app standardizations and best practices.

Interpreted and translated complex technical project information (functional specifications, test scripts, vendor documentation) into training material for technical and non-technical audiences.

Clients : Symantec, FedEx