

## RAMESH KOTI

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Seeking senior level assignments in Strategic Planning/ Training & Development/ Human Resource Management/Organisation Development/ Learning and Development/Employee engagement/Team Management/CSR /KAIZEN/TPM/TQM/with an organization of high Repute

### PROFILE SUMMARY

- A result oriented professional with over 2 decades of experience in:
  - ~ Strategic Planning
  - ~ Training & Development
  - ~ Learning & Development
  - ~ Training Need Analysis
  - ~ Liaison & Coordination
  - ~ Human Resource Management
  - ~ Documentation
  - ~ Budgeting
  - ~ Production Management
  - ~ Team Management
  - ~ Recruitments
  - ~ Talent Development
  - ~ PMS
  - ~ Employee engagement
  - ~ Organizational Development
  - ~ Employee Benefits
  - ~ CSR
  - ~ Continuous Improvements
- Hands-on-experience in rendering on job training to improve the productivity as per the requirement
- Holds the distinction of designing tailor made courses that lead to improvement in the productivity
- Expertise in leading L&D projects; ensuring delivery of projects compliant to the quality, time and cost parameters
- Proven skills in strategic planning, management, financial and operational impact of business projects and initiatives on the L&D infrastructure, architecture and service delivery systems
- Pivotal in identifying training needs across levels through mapping of skills required for particular positions and analysis of the existing level of competencies
- Instrumental in defining end-to-end processes for managing the Training function – need analysis, content creation, delivery, training and trainer effectiveness methodology and metric system
- Efficiently diagnosing key development priorities through analyses in conjunction with the business leaders to articulate and drive the talent development agenda
- A proactive planner with a flair for adopting emerging trends and addressing industry requirements to achieve profitability norms
- Effective communicator & negotiator with strong analytical, problem solving and organizational abilities

### CORE COMPETENCIES

- Designing, developing & conducting training programs / module and creating an integral link between the learning strategies in an effective manner while strategizing long term business directions for maximum profitability in line with corporate strategies
- Taking innovative initiatives for formulating leading-edge learning for enhancing new skills and capabilities, retained knowledge, and improved performance
- Formulating business plans for different product / service categories by implementing corporate policies & strategies to achieve organizational goals
- Design training and resource materials and deliver in one-on-one and group settings
- Designing and implementing learning and development strategy in line with the business strategy to addresses the short-term and long term needs of the organization
- Creating and sustaining a dynamic environment that fosters the development opportunities and motivates the high performance amongst the team members
- Imparting continuous on job training to the workforce for enhancing their productivity & operational efficiencies through knowledge enhancement / skill building
- Developing periodic business plans & strategies, in coordination with plans of organization
- Manpower planning, co-ordinate with HOD's to assess their manpower requirements, putting Organizations Charts in place
- Preparing competency based Job descriptions with clear KRA's.
- Recruitment, Selection and Induction for various management cadres ( Sr.Management , Middle Management , & lower Management )
- Coordinating with Recruitment firms , head hunting , & searching from job portals ( for critical position)
- Campus Recruitment
- Managing the Appraisal process across the all level of employees.
- Coordinating the preparation and review of (KRA's) for each and every position along with individual employee & their HOD's, review of the same six monthly

## WORK EXPERIENCE

Since November 19 with C R Asia Group Jamnagar

HOD - Training and Development

### Highlights:

- Head of Training and Development division for entire Group.
- Head of Training center located in Jamnagar.
- Visit to different units of world's largest refinery Reliance Industries Limited for Training need analysis.
- Determining the training needs and requirements of an organization by meeting managers/ employees and with administering surveys
- Creating and modifying the course materials and training manuals to meet the specific training needs.
- Reviewing the existing training materials produced by trainers to determine the appropriateness and relevance.
- Working with managers to address the learning issues, instruction issues, new educational needs regarding specific employees or departments.
- Understanding new educational and training techniques and methods
- Scheduling of training sessions, Organizing IT and teaching aids, and managing of course materials.
- Monitoring of training programmes and manuals to ensure that they are effective and up to date.
- Played a stellar role in implementing NSDC certification
- Development of curriculum for NSDC courses
- Development of business for Vocational and NSDC courses
- Designed customized training programmes for Industries
- Conducting training programmes through VCS/ Class room
- Mentoring and coaching week Participants.
- Skill matrix preparation of trainers and Gap analysis.
- Development of syllabus for Fabricator, Gas cutter, Scaffolding, Rigger, Insulation, and Safety
- Liaised with:
  - Corporate for HRMS software development
  - CR Asia HO for certificate preparation
  - CR Asia branches all over Asia for Training needs
  - Reliance Industries Limited for development of customized training Programmes
- Acknowledged for designing:
  - Master files on Hot work, Scaffolding, Static, Rotary, Insulator and safety
  - Improvement of workers results through CBET
  - Master Files on Blue Print Reading
  - Approval process of NSDC
  - Validation process designing as per RIL needs
  - Efficient handling of training on a) Hot work b) Static c) Rotary d) Insulation e) Scaffolding f) Safety
- Essayed a key role in:
  - Strategic Planning
  - Production Management
  - Team Management
  - Skill Matrix Preparation
  - Arranging and conducting external training programmes for other industries as per their requirements
  - CSR
  - Implementation of 5S, Safety, QC
  - Organizing and conducting behavioral skills and soft skills

## WORK EXPERIENCE

Since Mar'14 with NTT Technical Training Center Dharwad

HOD - Training (Tool and Die Making) and GET/DET

### Highlights:

- Functioned as Head of Tool and Die Making course
- Functioned as Head of GET/DET
- Played a stellar role in implementing NSDC certification
- Developed curriculum for NSDC courses
- Developed business for Vocational and NSDC courses
- Designed customized training programmes for Industries

- Conducted training programmes through VCS
- Mentoring and coaching week trainees
- Played a stellar role in developing E Course materials
- Played a stellar role in handling production Jobs (Pres Tool , Moulds and Job works)
- Played a stellar role in designing and conducting training on CNC Programming & Technology and CNC Programming and Machining
- Efficiently handled diploma final year students for completing the production jobs and imparting the technical training for the final year students.
- In charge for CAD/CAM LAB/Computer lab
- Responsible for designing and generating the NC Codes of 2d, 3d production jobs by using CAD&CAM software.
- Responsible for monthly production target
- Responsible for imparting CNC Milling/Turning programming training in Fanuc and Siemens control system to final year Diploma students in Tool and Die making, Mechatronics, Certificate in Tool & Die making. Post diploma in tool designs students.
- Responsible for management of external courses on CAD/CAM.
- Incharge for workshop practicals for 1st year students.
- Conducting theory classes for Diploma /Certificate courses
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- Liaised with:
  - Corporate for Production Jobs
  - NTTF HO for certificate preparation
  - Industries allover india for placement of trainees
  - Industries/Polytechnics/Engineering collages for development of External training Programmes
- Acknowledged for designing:
  - Master files on CNC Programming
  - Improvement of trainees results through CBET
  - Master Files on Blue Print Reading
  - PPC for Production Jobs
  - Achieving the production Target
  - Efficient handling of training on a) Engineering drawing b) CNC technology c) Master Cam d) Auto Cad
- Essayed a key role in:
  - Strategic Planning
  - Production Management
  - Team Management
  - Skill Matrix Preparation
  - Arranging and conducting external training programmes for other industries as per their requirements
  - CSR
  - Implementation of 5S, Safety, QC
  - Organizing and conducting behavioral skills and soft skills

## WORK EXPERIENCE

Since Mar'12 February 14 with Batliboi Ltd., Surat

**Divisional Manager- Training and Development**

### Highlights:

- Streamlined processes like Lathe, Milling, Boring, Planing, Plano Miller, CNC Lathe, CNC Milling, CNC Laser Cutting, CNC Punching, CNC Bending, MMAW, GMAW, GTAW, FCAW, 5S, Kaizen, Lean Manufacturing, Apprentice Training, GET/DET Training and Company Customers Training
- Designed CAD/CAM Lab, Workshop, Library for Learning Center, etc.; designed operator evaluation process
- Implemented 5S in organization and got Silver Award in QCPI Competition; designed and implemented productivity improvement training programme keeping in point of view of company vision and mission
- Functioned as Head of Learning Center
- Played a stellar role in:
  - Improvement of Productivity through training
  - Managing Visual Display of skill matrix at work shop
  - Arranging / Conducting the training programmes for executives
  - Identifying training needs of the individual departments
  - Arranging/ conducting training programmes as per training calendar for customers
  - Delivering training programs on Communication Skills, Behavioural Skills, Soft Skills
  - Designing Course Content, Set Processes, Deliver Language, Soft Skills & Behavioural Training across levels,.
  - Designing mechanism for performance improvement & successful implementation of training programmes

- Conducting off the job training and on the job training
- Designing new courses related to CNC Laser,Bending,Punching,Shearing
- Designing of course material
- Imparting training on CNC Laser, Bending, Punching, Shearing
- In strategic planning for restructuring the organization towards profitability
- Acknowledged for developing:
  - Training machine shop with necessary machinery for training and manufacturing activity after the market study
  - Business related to training and Production Activity
  - Joint ventures with Industries for Training and manufacturing activity
  - Training calendar as per Skill matrix
  - E Learning courses related to in house training requirements on Lathe, Milling, Planing, Boring, Drilling, Gear Shaper, Gear Hobber
  - For identifying & setting up the training team, introducing training processes/mechanisms, conducting pilots and ensuring adherence.
- Ensured effective preparation of skill matrix of individual operators and training budget
- Essayed a key role in milling/turning programming training to the employees of the company
- Monitored the smooth running of the training center
- Supervising the Workers development programme/Management Development Programs/Customer training programmes as well as behavioral and strategic programs conducted across different levels.
- Managing Organizational Development initiatives through 5S, Quality circles, TPM and TQM

**Mar'11 to Mar'12 with DON Bosco Maritime Academy, Chinchwad, Pune, Maharashtra.**  
**Senior Manager – Training**

**Highlights:**

- Served as Head Of the Training/ Manufacturing Center
- Essayed a key role in developing:
  - Business related to training and Production Activity
  - Fabrication shop with necessary machinery for training and manufacturing activity after the market study
  - joint Ventures with Industries for Training and manufacturing activity
  - Process/ CNC programmes for production jobs
- Successfully conducted welding training in GMAW,GTAW,FCAW,MMAW
- Liaised with IIW for welder certification
- Acknowledged for designing:
  - New courses related to CNC Laser,Bending,Punching,Shearing .
  - Course material
- Efficiently imparted:
  - CNC Laser, Bending, Punching, Shearing
  - Milling/Turning programming training to the employees of the company
- Significantly looked after the smooth running of the training center

**Nov'08 to Feb'11 with Rishi Laser Limited, Pune, Maharashtra**  
**Manager – Technical Training**

**Highlights:**

- Functioned as Head of the Training Center
- Played a stellar role in designing and conducting Sheet metal training related to CNC Laser, Bending ,Punching and Shearing
- Efficiently conducted Welding training in GMAW,GTAW,FCAW,MMAW
- Liaised with:
  - IIW for welder certification
  - Production department to develop process/ CNC programmes for heavy fabrication jobs
- Acknowledged for designing:
  - New courses related to CNC Laser,Bending,Punching,Shearing .
  - Course material
- Essayed a key role in:
  - Imparting CNC Laser,Bending,Punching,Shearing .
  - Developing E Learning courses related to in house training needs of the company on CNC Laser cutting, CNC Punching, CNC Bending, CNC Shearing, Blue print reading, etc.
  - Milling/Turning programming training to the employees of the company
  - looking after the smooth running of the training center

- Arranging and conducting external training programmes for other industries as per their requirements

## **PREVIOUS WORK EXPERIENCE**

### **Apr'96 to Nov'08 with NTTF Technical Training Centre, Dharwad**

#### **Assistant Manager-Training**

##### **Highlights:**

- Functioned as Head of the CAD/CAM Lab
- Played a stellar role in handling production Jobs (Pres Tool , Moulds and Job works)
- Played a stellar role in designing and conducting training on CNC Programming & Technology and CNC Programming and Machining
- Efficiently handled diploma final year students for completing the production jobs and imparting the technical training for the final year students.
- In charge for CAD/CAM LAB/Computer lab
- Responsible for designing and generating the NC Codes of 2d, 3d production jobs by using CAD&CAM software.
- Responsible for monthly production target
- Responsible for imparting CNC Milling/Turning programming training in Fanuc and Siemens control system to final year Diploma students in Tool and Die making, Mechatronics, Certificate in Tool & Die making. Post diploma in tool designs students.
- Responsible for management of external courses on CAD/CAM.
- Incharge for workshop practicals for 1st year students.
- Conducting theory classes for Diploma /Certificate courses
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- Liaised with:
  - NTTF Industries Ltd for Production Jobs
  - NTTF HO for certificate preparation
  - Industries allover india for placement of trainees
  - Industries/Polytechnics/Engineering collages for development of External training Programmes
- Acknowledged for designing:
  - Master files on CNC Programming
  - Master Files on Blue Print Reading
  - PPC for Production Jobs
  - Achieving the production Target
  - Efficient handling of training on a) Engineering drawing b) CNC technology c) Master Cam d) Auto Cad
- Essayed a key role in:
  - Strategic Planning
  - Production Management
  - Team Management
  - Skill Matrix Preparation
  - Arranging and conducting external training programmes for other industries as per their requirements
  - CSR
  - Implementation of 5S, Safety, QC
  - Organizing and conducting behavioral skills and soft skills

### **Apr'94 to Apr'96 with Yesh Engineers, Pune**

#### **CNC Engineer**

##### **Highlights:**

- Functioned as CNC Engineer
- Played a stellar role in handling production Jobs and distribution of work load
- Programming in CNC machines (Lathe, Milling)
- Trouble shooting of CNC machines
- Transferring Cad drawings to CNC machines.
- Process planning.
- Achieve Daily, Weekly & monthly plan targets as per production plan.
- Co-ordinate with QA for approving the produced components
- Co-ordinate with Vendor, m/c shop, store dept. for successful completion of Production plan.
- Monitor Production flow and stage inspection.
- Give training/Awareness to new join people about our Product, Safety & Manufacturing.
- Action plan for maintaining ZERO accident.
- Action Plan for maintaining zero customer complaints
- Imparting orientation training to contract support staff and temporary workers as per required standards

### **Oct'93 to Elmece Works Pvt. Ltd., Dharwad**

## Sales Engineer

### Highlights:

- Going on tours to visit parties and get orders.
- Sending quotations to customers.
- Finalizing the order.
- Follow up with production dept. for faster delivery.
- Identify & build relationships with customers
- present products & services to them;
- negotiate best terms,
- provide pre-sales assistance & product education
- prepare sales reports, meet targets, attend mktg events, provide feedback to technical team
- Closing the order, payment collection, Technical negotiation, following up for orders and payments

## Jul'92 to Oct'93 with Airtech. Pvt. Ltd., Dharwad

### Production Supervisor

### Highlights:

- Distribution of work load.
- Component inspection of every stage.
- Process planning.
- Preparation of drawings for each operation.
- Reporting to works manager daily regarding work progress and distribution.
- Ensure Safety standards, 5s, as per company policy are adhered and improved
- Ensure 100% planned production is met daily, weekly, monthly. Co-ordinate with planning, supply chain, quality, customer service, shift engineers to ensure any obstacles are removed
- Compile and report daily weekly and monthly production and consumption data and shiftwise/machinewise equipment efficiency for all machines as required.
- Action plan to Ensure quality of production as per requirement. Ensure standard work instructions are followed. Contribute to improvement of the standard work instructions to improve machine capacity
- Action plan to Minimise wastage of raw material, tools, consumables and spares
- Action plan for TPM of machinery and tools to maximise availability and life

## PROFESSIONAL ENHANCEMENT SCHEDULES

- Successfully completed 40 batches of CNC Programming and Machining short term courses in (From 1996 to 2008 in NTTF Dharwad)
- 3D jobs machining through CAM software's for door lock mechanism of Toyota Innova CAR in 2001-2002 in NTTF dharwad
- Establishment of new training center as per company's requirement in the area of precision CNC sheetmetal fabrication technology in 2009 for Rishi laser Limited.
- Taken a approval for training center from Indian Institute of Welding A member society of International Institute of Welding for conducting welding courses on MMAW, GMAW, FCAW, GTAW in 2009.
- Designed new course in the field of CNC Sheet metal Fabrication (CNC Laser, CNC Punching, CNC Bending, CNC Shearing) as suitable for company employee's requirements in 2009
- Designed E Learning courses on CNC Laser, CNC Punching, CNC Bending, CNC Shearing and Blue Print Reading as suitable for company employee's requirements in 2009
- Conducted welding/CNC training for employees of TATA Johnson, JBM Magnetto, Invensys India, Sumith Laser, Datson Laser, HPCL Mumbai in 2009/2010
- Presented a technical paper on CNC Sheet Metal Technology during IIW meet at Pune in the year 2010.
- Established a Training and manufacturing set up with business for Don Bosco Maritime Academy at Chinchwad, Pune, Maharashtra in 2011
- Participated in 5S competition organized by QCFI ( Quality Circle Forum of India) and got Silver award for the company (Batliboi Ltd) in the year 2012 .
- Initiated GET/DET training programme and implemented successfully in 2012
- Designed commercial training programmes as per available resources in the learning center in 2012
- Participated in 5S competition organized by QCFI ( Quality Circle Forum of India) and got Silver award for the company (Batliboi Ltd) in the year 2013.
- Participated in 5S competition organized by QCFI ( Quality Circle Forum of India) and got Silver award for the company (Batliboi Ltd) in the year 2013
- Participated and presented a case study on How 5S is implemented @ Batliboi Ltd in Gujrat State Level Annual Convention on Quality Concepts VCCQC-2013 of QCFI and won the gold award for the case study presentation.
- Jury for Quality circle competition in NTTF Zonal competition in 2014
- Jury for world skill competition 2014

- Got 6 foundation ranks under my supervision
- Did workshop set up at belur as per layout 2016
- Improved results of Tool and Die Making section by conducting Pre test for intermediate and semester exams over all pass percentage increased to 92%
- Successfully implemented competency based education and training 2016
- Designed courses on CMM in 2018
- Designed courses on CNC in 2019
- Designed curriculum for Oil and Gas related to specialized trades of Refinery industry specially for Riliance Industries Limitd Jamnagar 2019

#### ACADEMIC DETAILS

2014	Diploma in Training and Development from ISDT, New Delhi
2003	BBA from CSM- IGS, Canada (Through IBMR Hubli, Karnataka)
1992	Diploma in Mechanical Engineering from KLE Society polytechnic, Hubli, Karnataka

#### Additional Courses:

1997	CNC Technology & Programming from NTTF, Dharwad
2001	CNC Programming and Machining from NTTF and GKDITR
2002	CNC Programming and Operating from BFW, Bangalore
2003	CNC Programming and Operating from Siemens, Bangalore
1998	Tool Design Drawing from NTTF, Dharwad

#### IT SKILLS

- Well versed with CAD/ CAM Software's comprising of:
  - Auto Cad 2009
  - Master Cam X5
  - TOPS 100,TOPS 300
  - SEENC Mill, SEENC Turn

**VOLUNTARY ASSIGNMENT:** Successfully conducted a training programme for the people who were from poor family and placed them successfully in the industry

#### PERSONAL DETAILS

Date of Birth:	28 <sup>th</sup> January, 1973
Contact Address:	"Belaku", Karandikar Compound, Malmaddi, Dharawd, Karnataka, India 580001
Permanent Address:	"Belaku", Karandikar Compound, Malmaddi, Dharawd, Karnataka, India 580001
Languages Known:	English, Kannada and Hindi
Location Preference:	Dharwad/Bengalore/Any place in Karnataka.