

KISHORE ALETI

Mobile: +91 - 9900010966, +91 - 9030820900

Email: aleti.kishore@gmail.com

Bhavanarushipet, Epurupalem, Chirala Mandal, Prakasam District - 523166

PROFILE SUMMARY

Training professional with more than 3 years of experience in Learning and Development portfolio. Managed and executed from onboarding (Induction) to all business processes training programs for the entire organization around 20 sites in 3 states (Andhra Pradesh, Tamilnadu and Karnataka), being in an intermediate managerial position.

AREA OF EXPERTISE

PROCESS TRAINING AND DEVELOPMENT	
CMS / LMS	<ul style="list-style-type: none">Developed and maintaining e-L&D (I-GROW) platform available to all levels of employees at organization levelDeveloping courses/lessons/modules/quiz on Moodle platform in a standardized wayIntroducing new tools and technology into e-L&D
CONTENT DEVELOPMENT	<ul style="list-style-type: none">Designing business documents (Application Manuals, Handouts and Newsletters)Training Material (Audio-Videos, PPT and Scripts)Audio-Videos on Technology inclusion in business environment and strategic planning and performance for Stakeholders
TRAINING DELIVERY	<ul style="list-style-type: none">Identifying the learning gaps through field visits and branch visitsMaking 'requirement matrix' based on Consultation and business requisitesConducting In-house and multi-site training programs with AV aid from onboarding to all business process trainings.
MIS	<ul style="list-style-type: none">Developing/updating user manual on Management Information System (e-FIMO and m-FIMO)Maintaining and sharing the training reports (Dashboards, Leaflets, etc.,) to management team and concern heads periodically.

PROFESSIONAL EXPERIENCE

Designation: Assistant Manager

Function: Process Training

Experience: 3.4 years

Tenure: June 2011 - Present

Organization: Future Financial Services Limited [An India Fineserve Advisors (www.ifapl.com) and India Value Fund (www.ivfa.com) portfolio]

Roles and Responsibilities | Training and development

- Conducting TNA, prepare and publish annual training calendar and circulating the same monthly.
- Designing Course content, surveys, quiz and questionnaires on MOODLE 2.6 LMS
- Preparing training videos/tutorials using Video/Audio Editing Software [Camtasia and Audacity].
- Designing Questionnaires based on the training content.
- Conducting tests to identify the level of understanding of the participants and graded accordingly.
- Coordinating with the training manager and the regional heads on the course evaluation mechanism.
- Managing entire training database.
- Planning and delivering induction / business development / MIS / IT / Leadership training programs.
- Seeking support for new approaches to improve the efficiency of training services offered.
- Reporting to the department head's periodically

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PROFESSIONAL CERTIFICATION & TRAINING

Microfinance Training of Trainers <i>Global Development Learning Network [An affiliation to Asian Development Bank Institute, China Development Bank, Tokyo Development Learning center and the World Bank]</i>	Percentage: 67% 2011 – 2012
Leadership Program for Microfinance Mid-Level Managers ACCION's global training centers	15-19 April, 2013

CONTINUOUS PROFESSIONAL DEVELOPMENT

- Pursuing PGDID from *Symbiosis Centre for Distance Learning (SCDL)*
- Preparing for PMP Certification [Certificate provided by Project Management Institute].

ACADEMIC CREDENTIALS

Masters in Social Work [Specialized in Microfinance and Rural Development] <i>Motilal Nehru National Institute of Technology, Allahabad, U.P</i>	CGPA: 7.8/10 2011
Bachelor in Computer Science <i>Acharya Nagarjuna University, Guntur, A.P</i>	Percentage: 75% 2008
Intermediate <i>Andra Kesari Prakasam Junior College, Chirala, A.P</i>	Percentage: 76% 2004
Secondary School Certification <i>AMMA Secondary School, Epurupalem, A.P</i>	Percentage: 59% 2002

HONORS & AWARDS

STAR EMPLOYEE AWARD - August 2013
For valuable contribution made to the company performance

COMPUTER PROFICIENCY

Platform	:	Windows 7
Software Packages	:	MS Office, Camtasia Studio, Articulate Storyline and Photoshop

PERSONAL DETAILS

Date of Birth	:	10 - July - 1987
Gender	:	Male
Marital Status	:	Single
Nationality	:	Indian
Languages Known	:	English, Telugu, Hindi and Kannada