

Vijay Kiran M J

Manager / Soft-skills Trainer / Counsellor / Psychotherapist

No. 529/5, A Sector, 13th A Main, 12th A Cross, Yelahanka New Town, Bangalore-560064

[mjvijaykiran@gmail.com](mailto:mjvijaykiran@gmail.com) Ph : (+91) 9845 779 285

Profile Summary

Training professional thrives in making maximum use of mentoring and coaching skills to identify the gaps in L&d of the individuals, teams & Organization, analyze the specific root causes, thereby develop and conduct unique training programs and organize high-end professional courses.

* Overall **22 years of experience** in people and process management
* Specific **9 years in L&D** at KPO/ITES Corporate Companies
* Specialized in leading the complete **Training Life Cycle** (e.g. using ADDIE Model)
* Expert in **People Development** (via 7 Habits, Counselling, Psychotherapy, etc.)
* Experienced in **Process Re-engineering** (via Six Sigma, ISO, PMO, etc.)
* **Warm and** **friendly behavior, highly possitive, never-give-up-attitude**, which proves to be an asset in conducting successful training sessions
* Superior **facilitation and instructor skills**

Professional Experience

Product Support Manager @ Peopleworks (8 months) Oct 2015 – Present

Responsibility includes providing support to the Clients on product issues, clarifications, etc. and also regular training/education to Clients about the product

Partner @ Prerana India (1.5 years) Apr 2014 – Oct 2015

As an Entrepreneur, set up a Training and Counselling Centre, providing soft-skills training to Corporates, Schools, Colleges, NGOs, etc and counselling to individuals, employees, groups, families, students, parents, marrieds, etc

Training Manager @ Altisource (3 years) Apr 2011 – Mar 2014

Core responsibility being knowledge management & skills development, managing the complete training cycle from training need assessment, training material development, training delivery, training evaluation, supervising & mentoring the training team, providing support in process improvement, business operations and people development

Asst. Manager - Training & Quality @ Amicorp (6 years) Jun 2005 – Apr 2011

Responsibility includes finding the learning requirements by conducting audits, interviews, surveys, etc. and providing effective solutions including developing e-learning modules, job aids, conducting classroom/online/video-conferencing learning sessions, personal coaching, etc. Conducted onsite process & systems training in Curacao, Netherlands, Lithuania, Luxembourg, Switzerland and responsible for training for 25 offices across globe

General Manager @ V-Care Medical systems pvt. Ltd. (3 years) jul 2002 – Mar 2005

Even though recruited as Accounts Assistant, grew quickly to take up complete responsibility of accounting & administration, supervising the production & sales unit of the Organisation

Asst. Accounts & Admin Executive @ Parivarthan (2 years) Apr 2000 – Jul 2002

Worked as an accounts-admin assistant. Being part of a NGO, was involved in all activities from reception, telephone operator, office administration, accounting, arranging of various events including training courses, assisted counsellors in ensuring the best of treatment of clients

Counsellor @ Indian church of christ (6 years) Mar 1995 – Mar 2000

This is a church involved in ensuring people to live a meaningful life. Along with counselling was also responsible in administration, event management and mentoring a team

Education

Manasa Mental Education / Kuvempu University 2015

* MS in Counselling & Psychotherapy

Indian Society for Training & Development 2010

* Diploma in Training & Development

Bangalore university 1995

* Bachelors of Commerce

Certification Courses

**Certified Training Courses**

* Certified ISO Internal Auditor
* Certified Six Sigma Green Belt Champion
* MS Office
* Short term course in SAP - FICO

**Participated Professional Training**

* PMP Certification training by PMI
* ITIL Training

**Other Training**

* TTT session to co-facilitate Franklin Covey’s ‘7 Habits of Highly Effective people’ Training & coach the 7 Habits practitioners.
* Participated in a 2 week ‘Media based Training’ Train The Trainer programme in Curacao conducted by Cart Wright, USA
* Participated in a 1 month ‘Academy Experience’ Train the Trainer programme in Netherland Antilles
* A 3 month short term course on Listening and Communication Skills conducted by Parivarthan Counselling and Training Centre
* A 2 day seminar on Basics of Transactional Analysis (TA 101) -a powerful psychological tool for effective communication.
* Landmark Forum & Advanced Course of Landmark Education
* Conducted Soft Skills Training to more than 1000 students of ICSI as part of their Students Induction Program (SIP)

Professional Skills

**Training & Development**

* Training Life Cycle (ADDIE model) ★★★★★★★★★★
* Coaching and Mentoring ★★★★★★★★★★
* Counselling ★★★★★★★★★★
* Psychotherapy ★★★★★★★★★★

**Process Engineering**

* Process WF Re-/Design & Documentation ★★★★★★★★★★
* Process gaps identification, RCA ★★★★★★★★★★
* Process Improvements / Optimization ★★★★★★★★★★

**Additional**

* Event/Program Management (Conception to Implementation) ★★★★★★★★★★