

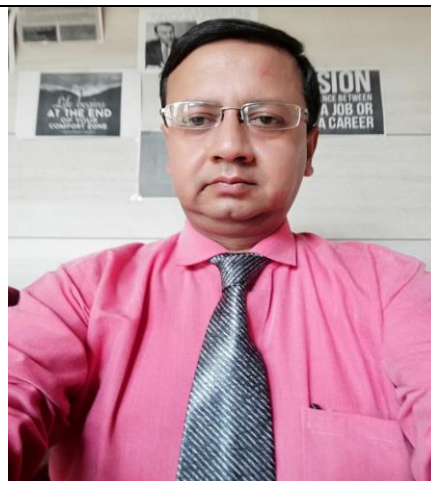
ANKUR AGARWAL

DEPUTY DIRECTOR

(TRAINING, LEARNING & DEVELOPMENT),
HEAD – CENTRE OF PROFESSIONAL
ENHANCEMENT,
LOVELY PROFESSIONAL UNIVERSITY,
PHAGWARA (PUNJAB)

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PERSONAL PROFILE

Assertive, ethical and versatile with 16+ years of comprehensive experience in trainings, employability, content development and academic operations. Possess capability to understand and evaluate skill development and drive the employability. Offer valuable counselling to key decision makers on the establishment of new system and processes for effective training outcome. Key competencies include detail orientation, problem solving, analytical, organization and relationship building skills.

AREAS OF EXPERTISE

Training Delivery & Employability	Placements	Performance Management	Strategic Planning
Alumni Relation Development	Curriculum Design & Development	Academic Operation Management	Leadership
Competency Development	Product Development & Content Creation	Process Improvement	Team Building & Management
Admission Process	Counseling	Faculty Development Program	Management Development Program

The Career Path with Notable Contributions

Oct 2018 to Present with LOVELY PROFESSIONAL UNIVERSITY, as DEPUTY DIRECTOR (LEARNING & DEVELOPMENT), HEAD – CENTRE OF PROFESSIONAL ENHANCEMENT

Learning & Development (40%)

- ✓ Leading & co-ordinating the training & employability of **multiple schools** (School of Mechanical Engineering, School of Civil Engineering, School of Electrical & Electronics Engineering, School of Agriculture, Mittal School of Business, School of Hotel Management, School of Fashion, School of Pharmacy, School of Architecture, School of Animation, School of Fine Arts, School of Law, School of Arts & Language, School of Journalism, School of Physical Education & School of Education)
- ✓ **Heading training verticals of Quant, Verbal & Soft Skills.**
- ✓ **Head of School for Foreign Language (French, German, Spanish, Japanese & Chinese)**
- ✓ Implementing & organizing the complete life cycle of “Faculty Development Program”, “Train the Trainers” & “**Management Development Program**” workshops.
- ✓ Design & develop the session / instruction plan.
- ✓ Incorporated & successfully running 16+ students clubs ranging from cultural to academics.
- ✓ Mentoring the team to design, develop & implement the content / syllabus for different training verticals.
- ✓ Developing the exam papers.
- ✓ Mentoring & guiding the students by conducting workshops & seminars.

Placement (20%)

- ✓ Interact & co-ordinate with companies for in & off campus placement of students.
- ✓ Placement drives coverage
- ✓ Feedback from company officials after the drives.
- ✓ Developing & maintaining Alumni Relations

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Industry Interface (15%)

- ✓ Interact & co-ordinate with industry leaders / heads for placements, internships, lectures, industry visits, workshops & seminars.

Administration (15%)

- ✓ **Committee Head – Publication & correspondence in “Indian Science Congress 106th”** with the team size of 150+ faculties & students for printing the official material and daily news letter.
- ✓ Leading & managing a **team of 85+ faculties, trainers & admin staff** towards the achieving the goals of the university.
- ✓ **Serving a pool of 7500+ students of various streams.**
- ✓ Performing appraisal for the team.
- ✓ Interviews & induction of new employees.
- ✓ Managing the budget of approx. Rs. 1 Cr per annum.

Students’ Engagement & Mentoring (10%)

- ✓ Mentoring various activities of academic & cultural club organizations.
- ✓ Planning & executing special sessions for weaker students.
- ✓ Participating & advising the students’ councils.
- ✓ Mentoring the students for Campus Recruitments, GMAT, GRE, CAT & Govt. Exams.

April 2017 to Sept 2018 with PDM UNIVERSITY, as HEAD - TRAININGS, EMPLOYABILITY & ACADEMIC OPERATIONS and HOD of VALUE EDUCATION (Foreign Languages, Yoga, Soft Skills & NCC)

Training Delivery & Team Management

- ✓ Preparing the students for Campus Recruitments, GMAT, GRE, CAT & Govt. Exams.
- ✓ Heading the verticals of different training domains like Aptitude training (Quant, Verbal & Logical), Soft skills training, Technical training (JAVA, C++, Android), & Foreign language (French, German & Spanish) with 25+ reportees.

Placements & Alumni

- ✓ Crossed the 200+ mark in first 3 months in placing the students 2017 batch of domains like B. Tech., B. Pharma, MBA, MCA, BBA, BCA & Polytechnic etc.
- ✓ Develop, plan & execute alumni relations and meet.

Head of Deptt of VALUE EDUCATION (Foreign Languages, Yoga, Soft Skills & NCC)

- ✓ Preparing the students for French, German & Spanish across different departments of PDM University.

Training Content & Curriculum Development for multiple domains

- ✓ Design and develop curriculum and courseware for technical & non-technical job roles to enable the competencies of students.
- ✓ Design & develop trainers’ guides / reference materials including e-materials.
- ✓ Developing e-content using multiple technology platforms.

Assessments Development & Conduct and Performance Analysis

- ✓ Design and develop assessments tools with reference to the campus placements.
- ✓ Design and develop the technical & non-technical question banks.

Additional Responsibilities

- ✓ Chairman of the Scrutiny Committee for the semester end exams of the PDM University.
- ✓ Represented PDM UNIVERSITY at “EDUCATUS EXPO - 2018, PRAGATI MAIDAN, NEW DELHI” to facilitate the admission process.

February 2014 to March 2017 with GALGOTIAS UNIVERSITY, as Sr. TRAINER - TRAINING, CAREER & SKILLS DEVELOPMENT, ACADEMIC OPERATIONS

Trainings & Content Development

- ✓ Conceiving, designing, organizing, updating and implementing various employability skill enhancement courses for enhancing the spoken English, soft skills, personality, aptitude, logical thinking, analytical bent of mind and overall personality of the students of various departments of the University by making program a part of their course curriculum.
- ✓ Leading and managing team of highly proficient trainers and subject matter experts who can deliver the sessions and design the content as per the dynamic corporate requirements.
- ✓ Developing of e-content integrated online assessments.
- ✓ **Assessment of students by gauging their proficiency in critical thinking, analytical thinking, team skills, leadership qualities by the help of online as well as offline testing.**

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- ✓ Conducting sessions on Quantitative Aptitude, Data Interpretation, Data Sufficiency, Analytical Reasoning, Logical Reasoning, Vedic maths and faster calculation, Personality Development Program, Orientation Program on Personal Interview and Group Discussion.
- ✓ Consistent delivery with excellent feedback.

Career & Skills Development

- ✓ Life skills training for confidence building.
- ✓ Employability Skill enhancement courses for Engineering and Management students in institutional mode.
- ✓ Guiding students to select a career based upon their Aptitude, Personality and Interest through one to one career counselling.
- ✓ **Conceptualising & Organising events like Job Fair, Debate, Product Launch etc.**
- ✓ Counsel students for career development and job search.
- ✓ Conducting special sessions on Motivation, Leadership Skills & workshops and presentations.
- ✓ Conducting sessions on topics like Team Building, Building Initiative, Interpersonal skills, Trust Openness, Goal Setting, Assertive Communication Skills, Interview Skills, Group Discussions, Negotiation Skills, Telephone Etiquette and Customer Service.

Academic Operations & Documentations

- ✓ Standardization of academic content delivery across all the batches at college which is under AKTU.
- ✓ Regular faculty training and grooming of the trainers for their knowledge enhancement.
- ✓ **Have led the designing and development of key documents like faculty manuals and session plans.**
- ✓ Identify and scrutinize the best practices which are being conducted in the training domain and getting it adopted at the university and college.
- ✓ Oversee the progress of training and online testing of students across different departments to ensure that the quality is of par excellence.
- ✓ Ensure compliance with all relevant course curriculum, session plan and online testing as per the standards.
- ✓ Responsible for total implementation of processes.
- ✓ Preparing regular Training Calendars and monitoring the performance.
- ✓ Conducting timely -Employee Engagement Programs.
- ✓ Conducting Induction, Refresher, Process and Product trainings.
- ✓ Faculty hiring and orientation.
- ✓ Maintaining batch progress report.
- ✓ Faculty scheduling & roistering.
- ✓ Regular monitoring for numbers of students placed.
- ✓ Conducted External / Internal training for team on regular basis.
- ✓ Preparing the lecture layouts and working out teaching methodologies.
- ✓ Proficient in development of effective training programs for junior and middle level Leadership development.

August 2012 to January 2014 with T.I.M.E. EDUCATION (Delhi & NCR), as Sr. Knowledge Expert.

- ✓ **Got BEST FACULTY AWARD for consecutively 2013 & 2014.**
- ✓ Taking classes, analysis of tests & doubts sessions for aptitude based entrance exams like GMAT, CSAT, CAT, BANK-PO, GRE, MAT, BBA, BBS, HM, LAW etc.
- ✓ **Taking regular classes, Demo classes & seminar for GMAT, GRE, & SAT.**
- ✓ **Taking CSAT Seminar / DEMO class for prospective students.**
- ✓ Was part of a **Academic Council** (Quant & Reasoning) which was responsible for the entire content and delivery.
- ✓ Counseling for admission process for various B-schools.
- ✓ Entrusted with the additional responsibility of imparting classes in Computers, Current Affairs & General Studies.
- ✓ Organising Parents Teacher Meeting.

Oct 2006 to Mar 2010 with C L Educate Ltd. (Delhi & NCR) as Sr. Executive – Academics and then for a period of Apr 2010 to Jul 2012 as Asstt. Manager – Academics.

Apr 2010 to Jul 2012 Asstt. Manager – Academics

- ✓ Taking classes, analysis of tests & doubts sessions for aptitude based entrance exams like GMAT (VERITAS), CSAT, CAT, BANK-PO, GRE, MAT, BBA, BBS, HM, LAW etc.
- ✓ **Taking regular classes, Demo classes & seminar for GMAT, GRE, & SAT.**
- ✓ **CSAT Academic anchor at CL- SDA.**
- ✓ Organising Parents Teacher Meeting.
- ✓ Center Administration support, Faculty allocation & Scheduling of classes for South Delhi CL centers – KC, SDA, SC, South Ex.
- ✓ Imparting training of Faculties for lectures in Quantitative Aptitude, Data Interpretation & Logical Reasoning.
- ✓ Functioned as an Academic anchor for Quant and DI part of MBA basket of products. Also functioned as an Academic anchor for MAGICLAMP basket of products, encompassing Law, Fashion, Hotel Management and BBA.
- ✓ Distinction of managing the content creation and editing operations for the quantitative part for MBA related product variants.
- ✓ Writing articles for different newspapers like Hindustan and periodicals and books published by **C L Educate Ltd.** All these are related to career counselling, changing trends in MBA / Bank Exams, Subjective knowledge and different Exam Analysis.
- ✓ Accountable for overseeing the entire operations of the MAGIC LAMP Basket including:

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- Formulating a session plan
 - Conducting an academic audit
 - Controlling operations of the content prepared, ensuring timely delivery of the content at all the centres.
- ✓ Distinguished efforts in handling the operations of MAGICLAMP (crash programs to be completed in 2 months), encompassing content creation, editing and delivery of the same at the centres, thereby achieving zero complaints pertaining to quality of content and delivery lead time.
- ✓ Involved in giving shape to the website as to what all content should be there.

Oct 2006 to Mar 2010 Sr. Executive – Academics

✓ **CL CERTIFIED FACULTY.**

- ✓ Taking classes, analysis of tests & doubts sessions for aptitude based entrance exams like GMAT (VERITAS), CSAT, CAT, BANK-PO, GRE, MAT, BBA, BBS, HM, LAW etc.
- ✓ **Taking regular classes, Demo classes & seminar for GMAT, GRE, & SAT.**
- ✓ Managing content and the Delivery of the Lectures of the QA, Logical Reasoning and Data Interpretation Skills.
- ✓ Managing selection and training of individuals for B- school awareness. The requisite knowledge has to be passed on to the students for selection in different B- schools according to their choice and background.
- ✓ Managing customer service operations for rendering and achieving quality services. Responsible for resolving customer complaints on performance bottlenecks.

Jan 2004 to Sept 2006 Faculty – NIIT LTD.,

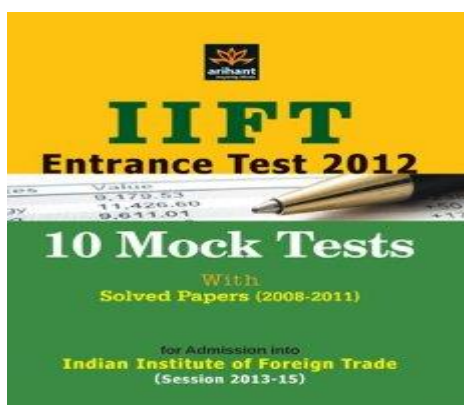
- ✓ **Taking classes for C & C++, MS – Office, Internet, MS – DOS**
- ✓ **Conducting practical in lab**

IT Skills

Operating systems	:	MS-DOS, MS-Windows
Others	:	MS-WORD, MS-EXCEL, MS-POWER POINT

Publication

[https://www.jainbookagency.com/booksearch.aspx?sortby=1&pname=Arihant+Publications+\(I\)+Pvt.+Ltd.&page=3](https://www.jainbookagency.com/booksearch.aspx?sortby=1&pname=Arihant+Publications+(I)+Pvt.+Ltd.&page=3)



IIFT Entrance Test 2010 - 10 Mock Tests with Solved Papers (2008-2009)

Author : Rachna Agarwal & Shuchi Rastogi

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Media : Paper Back

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Academic Credentials

MBA (PGDIM)

IGNOU

M.A. (ECONOMICS)

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Place: _____

Date: _____

(ANKUR AGARWAL)

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