

Overview

At Tata Consultancy Services (TCS), I have had the opportunity to work in a variety of different roles ranging from **HR Digitization** to **HR Generalist** to **Trainer - Learning & Development** to **SAP Consulting – HR Domain Expert**.

1. Training

As training has been a passion, I have conducted several employee training programmes across multiple TCS office locations including Mumbai, Hyderabad, Pune, Gandhinagar and Ahmedabad.

The following are some of the training sessions conducted by me:

- Communication Skills
- Client Communication
- Presentation Skills
- Personal Grooming and Business Etiquette
- Effective Team Building
- Work Life Balance
- Building Leadership Skills

All the above mentioned trainings are interactive in nature and involve all the participants to be curious, inquisitive and attentive. The time frame for each training can vary between 2 and 4 hours -- depending on the client requirement.

The audience for my training programmes includes people of varying experience levels ranging from entry-level junior associates with 0 to 3 years of experience to middle management with 7 to 12 years of experience.

Recent Freelance Training Assignments

- PennyWise Solutions, Hyderabad
- TheRoadAhead.in - Trainer for IndiaFirst Life Insurance

2. HR Consulting

Some of the freelance HR consulting services offered by me include:

- Managing complete recruitment cycles through external placement agencies
- Induction of new employees
- Preparation of HR Manuals (specific to company policies and processes)
- Help in creating/maintaining employee database and employee files
- Help in developing internal IT for time keeping within the organization

Recent Freelance HR Consulting Assignments

- Mobillion Labs, Hyderabad