

GANESAN P ARUMUGAM

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Seeking assignments in Learning & Development with a growth oriented concern of repute.

Professional Synopsis

- An astute and upshot oriented professional with nearly 13+ years of experience in Administration, Operation, Relationship management, Training & Development in reputed organizations.
- Experience in handling operations entailing planning, Process, Admin., HR & resource deployment.
- Conducting Assessment centre to identify the competency to align with industry needs.
- An enterprising leader with skills in Planning, Analyzing, organizing and communicating with people at all levels across the organization; Mentoring the People skills through Psychological methods.

Areas of Expertise

Administration, Operations & HR Functions

- Administration, Process management & Customer Service in the Business Environment.
- Management of recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements; Competency mapping and Performance review.

Training & Development

- Developing training strategies and plans aligned with training objectives.
- Establishing and periodically reviewing the methods for monitoring effectiveness of training program at learning, behavioral and results levels.
- Evaluating effectiveness of training and development programs & utilizing relevant evaluation data to revise or recommend changes in instructional objectives and methods.
- Collecting feedback on Training Programs to make necessary improvements.

Career Focus

Aug'13-Till Date M/s. NGM College [A 60 Years Old Institution] as Head-Training & Development.

Notable Distinctions

- Imparted various tasks like Administration, HR & Training.
 - Meet out the Corporate expectations – Bridging between Campus and Corporate.
 - Conducting Activity based soft skill training programs & Train the Trainers Program.
 - Preparing and presenting various modules as per the requirement for Professional Development.

Aug'12-March'13 M/s. Getit Info Services (MNC) – Coimbatore as Pitch Manager – RoTN.

Notable Distinctions

- Imparted various trainings like
 - Planning and execution of class room/OTJ Training for RoTN.
 - Training calendar Preparation.
 - Customized content development, Analysis of Regional MIS.
 - Enrollment and selection.
 - Team handling, Joint Field calls & improving productivity of sales force.
 - Career Development programs for employees.

Sep'07-May'11 M/s. ING Life Insurance Co. Ltd., (MNC) – CBE Area as Functional Lead.

Notable Distinctions

- Imparted various tasks like
 - Managing a Team of Functional supports at Area level & Branch Operations.
 - MIS preparation & dissemination at Area level.
 - Compliance & Audit control.
 - Administration, Tracking of Branches' performance & Customer Service.
 - Product/ Process Training, Customer Care & Behavioral Training.

May'07-Aug'07 M/s. Reliance Life Insurance Co. Ltd., – CBE Area as Operations In charge.

Notable Distinctions

- Imparted various operations like
 - Recruitment & Selection process – HR.
 - Operations, Administration, Customer service & MIS handling.

Aug'04-April'07 M/s. Amway India Enterprises – Coimbatore as DCS Executive.

Notable Distinctions

- Imparted various functions like

- Back up Training on corporate credentials & its relevant tasks.
- Sales support & promotion.
- MIS & records management.
- Commercial operations & Customer support.

Aug'2000-July'04 M/s. Annapooranii Marketers (FMCG) – Pollachi as Management In charge.

Notable Distinctions

- Imparted various processes like
 - Identify the business prospects, design and develop the solutions for the area.
 - Identify clients' grievance and redresser.
 - Responsible for revenue collections and renewal of business.
 - Organize the business meetings & Analysis for sales forecasting.
 - Purchase & stores function.

Feat in Profession

- Rating 1 - Appraised as 'Significantly exceeds expectations of the company' in ING Life.
- Well Done Award Winner for Overall performance.
- Performance Excellence Award – 2 times.
- Best Supportive Functional Award – 3 times.
- Performance Excellence Gold Award.
- Performance Excellence Bronze Award.
- Performance Excellence Award on Renewal collection – 2 times.
- Best MIS Creation Award.
- Approbation received (Second place) for the 'Best Merchandising done' – South level in Amway.
- Several Initiatives done for the companies, Conducted & Participated Various FDPs, Workshops in college.
- Published 2 Text books Accord to Excellence & Self Evolution, 1 Paper Presented on "Mentality in Students".

Scholastic Credentials

1999 **MBA** in HRM & Marketing from SNMV Institute of Research & Management Studies, Coimbatore.

1997 **MFC** in Finance, Portfolio & Investment Management from SNMV Institute of Research & Management Studies, Coimbatore.

1995 **B.Com.**, from NGM College, Pollachi affiliates to Bharathiar University, Coimbatore.

Academy -In Addition:

2002 **PGD ADV** (PG Diploma in Advertising) from Annamalai University.

2000 **DPM** (Diploma in Production Management) from Annamalai University.

Projects Done

- Strategies – Recruitment of Women Advisors – thesis provided to ING Life marketing team – As an Initiative.
- A Feasibility Analysis on the Financial Performance of M/s. Amway India Enterprises – A Market Research.
- An Analysis of the Impact of Adopted Technology on the consumers' preference for two wheelers.
- Study on Advertisements Influence over the Consumer Behavior-with reference to Sun Flower Oil - CBE.
- A Study on the Financial Performance of M/s. Sakthi Finance Company Ltd., Coimbatore.
- A Feasibility Study- submitted based on Industrial Training in M/s. Kadri Mills limited, Coimbatore.

System Proficiency

- Advanced Computer Applications & Programming (AICTE Apprvd)– platforms VB, Oracle, C++, MS Office.

Affiliation

Member of Coimbatore Productivity Council (CPC) – Participated Training Programs & Submitted Management Articles to be published in various issues/ magazines.

Personal Memoranda

Languages Known: English, Tamil & Telugu

Address : No. 2, Muthusamy Pillai Street, Near Rajamill Road, Pollachi – 642 001, Coimbatore Dt.

The above provided information is genuine & authentic for the process.