N.Amutha

PMP certified with 7+ years of experience in Training Operations, Training co-ordination, Training Administration, Resource Management, client support (corporate and public Training).

GET IN CONTACT

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PERSONAL DETAILS

- Total Experience 7 Years 8 Months
- Current Location Bangalore/Bengaluru
- Date of Birth May 03, 1983
- Gender Female
- Marital Status Married

SKILLS

- Training Coordination
- Resource Management
- Support Management
- Business Administration
- PMP
- PMO
- Operations

TECHNICAL SKILLS

- Microsoft Word
- Excel
- Advance Excel
- PMP

LANGUAGES KNOWN

- Tamil
- English
- Malayalam

COURSES & CERTIFICATIONS

- PMI - Project Management Professional (PMP) (Valid Upto May 2026)

PROFILE SUMMARY

- Responsible for planning, coordinating, and implementing various training and development initiatives.
- Co ordinate for Training Needs Analysis, Training Logisticst and Training delivery.
- Learning Management Systems (LMS) Managing and maintaining the training learning management system, where training materials and records are stored and accessed.
- Training Records and Documentation,keeping accurate records of training attendance, certifications and exam booking.
- Training Evaluation by collecting feedback and evaluate the effectiveness of training.
- Develop communication management strategy for the project/Operations teams and ensure the communications are cascaded to all the stakeholders.

EDUCATION HISTORY

Post Graduation

Course	MBA(Intenational Management)
College	Annamalai University
Year of Passing	2007

Post Graduation

Course	M.Com(Commerce)
College	Manonmaniam Sundaranar University (MSU), Thirunelvelli
Year of Passing	2005

Graduation

Course	B.Com(Commerce)
College	Manonmaniam Sundaranar University (MSU), Thirunelvelli
Year of Passing	2003

WORK EXPERIENCE

Oct 2018 to Present

Senior Executive - Operations and Business Administration at INFOSECTRAIN

- Training resource management,Trainer schedule booking,Trainer availability checking and block trainers

calendar.
- Manage training cycle (needs, plan, coordinate, monitor and evaluate)
- Calendar management/meeting schedules and create meeting links in various platform like zoom,webex and GTM, Share Trainer andTrainee invites.
- Training consolidated Recordings tracking.
- Training Records and Documentation, Keeping accurate records of training attendance, certifications.
- Gather feedback of the training and generate feedback analysis report, and training closure report .

Apr 2016 to Sep 2018

Executive,Training at Redwood Associates (Analytics Training Institute)

- Coordinating multiple training events for major organizations
- Build and maintain strong customer engagement
- Maintain updated training brochure database and training documentation
- Assess instructional effectiveness and determine the impact of training

Feb 2012 to May 2012

Project Co-Ordinator at May Flower Language servic es

- Coordinated full lifecycle IT projects supporting multiple project managers.
- Coordinated project schedules, managed project meetings, and identified technical problems.
- Contributed to project planning sessions with stakeholders, technical managers.
- Coordinated project activities and ensured all project phases were documented.

Apr 2010 to Aug 2011

Project Co-Ordinator at Info wave Knowledge ware P vt Ltd

- Executed project operations by confirming resource availability, submitting Project deliverables and preparing status reports.
- Planned, established and communicated project deliverables to meet deadlines and maintaining project schedules
- Contributed to project planning sessions with stakeholders, technical managers