

## CURRICULUM VITAE

### VIJAY APPASAHEB GAIKWAD

#### Destination-

Adarsh Nagar,  
Sahyadri colony no.2, Dighi,  
District- Pune, (M.H.),  
Pin – 411015  
Birth Date- 22<sup>nd</sup> Aug 1992

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#### **Objective**

To secure a professional level Training Coordinator position that will utilize my analytical, problem solving, and relationship building abilities while providing an opportunity for professional growth.

#### **Area of Interest**

Training & Development, Learning & Development, Human Resource Development (HRD)

#### **Professional Work Experience**

**Company Name** : KSMS (Onsite – Bharat Forge Pvt. Ltd.)  
**Dept. & Role** : Training Division (Training Coordinator) (From 2021-2023)  
**Total Experience** : June 2017 – Jan 2023 (**Total 5 Years 8 Months**)

#### **Key Roles & Responsibilities:**

1. Being in charge of training delivery and execution.
2. Training Needs Identification.
3. Establishing training calendars and planning classroom trainings.
4. Coordinating training locations and working with instructors.
5. Market available training to employees and provide necessary information about sessions.
6. Administration & Monitoring of Attendance.
7. Training evaluations and course content updates.
8. Gather feedback from trainers and trainees after each educational session.
9. Maintain updated curriculum database and training records in LMS.
10. Manage and maintain in-house training facilities and equipment.
11. Organizing Classroom Programs within a Budgetary Limit.
12. Organizing Learning and Development External Faculty Billing and Reimbursements
13. Stay up-to-date on new training methods and techniques.

**Dept. & Role** : Training Division (Training Faculty) (From 2017-2021)

#### **Key Roles & Responsibilities:**

1. Collaborate with managers to determine training needs and schedule training sessions.
2. Conduct seminars, workshops, individual training sessions etc.
3. Prepare educational material such as module summaries, ppts, videos etc.
4. Executing Face to Face & Virtual Trainings.
5. Keep attendance and other records.
6. Handling course and student cancellations.
7. Assessment & Evaluation through Exam's.
8. Identifying areas of improvement.
9. Monitor employee's performance and response to trainings.

**Institute Name** : JSPM's Group of Institutes.  
**Dept. & Role** : Mechanical Department (Lecturer – Part Time)  
**Work Experience** : July 2014 – May 2017 (3 Years)

**Key Roles & Responsibilities:**

1. To teach at undergraduate level students.
2. Develop own teaching materials, methods and approaches.
3. To engage in examining duties.
4. To act as academic advisor to Students.
5. Supervise the work of students – Including student projects.
6. Subjects Taught – Engineering Graphics, Engineering Mechanics, Auto CAD, Hydraulics & Pneumatics, Mechatronics.

**Academic Details**

Examination	Board/University	Stream	Year of Passing	% / CGPA
PGDHRM	Symbiosis	Human Resource	-	Pursuing
M.E.	Pune	Design	2017	7.92
B.E.	Pune	Mechanical	2013	74.7

**Certifications & Achievements**

MS-CIT (Govt. Certificate), Introduction to MS-Excel, Advance Excel (Ongoing)

Conditional Formatting in Excel, Pivot Tables in Excel.

Silver Medalist in BE Final Year, Best Trainer Award in 2018-19, 2019-20

**Projects**

**Skill Development Program** - Training and Coordination of Bharat Forge Employee from Forging Division (CDFD) & Machining Division for training on Skill development.

**Coordination of Technical Training Programs –**

- Induction Training of New Joiners.
- Kaizen Workshop - Identification & Implementation.
- 5s Training – Awareness, Identification & Implementation.
- Industry 4.0 Awareness Training and Lab Visit.
- Safety Training Workshop on Shop Floor.

**Coordination of Non-Technical Training Programs –**

- Personality & Leadership Development Program.
- Stress Management & Yoga Sessions.
- Tobacco Addiction Awareness Program.

**Strengths**

- Can work on own and also as part of a team.
- Excellent Communication & Presentation Skills.
- Positive Attitude towards the Work & Self-Motivated
- Good Management skills & Flexibility to adopt new Technologies