Mohit Giri

mohit.cordinator@gmail.com

7303821485 | mohit.cordinator@gmail.com

Objective

Highly motivated and accomplished Training Manager with 5+ years of experience in designing training. Adept at creating effective training programs, assessing training needs, and evaluating their success. Skilled in using various training techniques and tools to ensure an optimal learning environment. A proven communicator with expertise in staff development, strategic planning, and content creation.

Experience

- **Kabeer infotech Pvt Ltd**   2019 - 2024
  Training manager
  Developed and facilitated training programs for new and existing staff to enhance performance and productivity.
  Designed and created comprehensive training materials, including manuals, presentations, and handouts.
  Assessed training needs, developed targeted plans, and set measurable objectives to align with organizational goals.
  Evaluated training effectiveness through feedback and performance metrics to ensure continuous improvement.
  Monitored and tracked the progress of training initiatives, reporting outcomes to senior management.
  Researched and implemented emerging training technologies and techniques to stay current in a fast-evolving industry.
  Led efforts to foster a culture of learning by promoting continuous development opportunities for all team members.

- **Seven seas**   2017 - 2019
  Front desk excutive
  Greeted and assisted guests, ensuring a welcoming and professional environment from the moment of arrival.
  Handled check-ins and check-outs efficiently, processed payments, and verified guest information.
  Addressed guest inquiries and resolved issues promptly to ensure a smooth and pleasant experience.
  Provided detailed information regarding policies, procedures, and available services to guests and clients.
  Maintained a professional demeanor while managing multiple tasks in a fast-paced environment.

Education

- **Cbse**   2012
  10th

- **Cbse**   2014
  12th

- **Delhi University**   2018
  Ba(eng)

- **Frankfinn**   2015
  Hospitality and aviation management

Skills

- Instructional Design & Development
- Learning Management Systems (LMS)
- Program Administration
- Staff training and development
- Strategic Planning & Analysis
- Organizational Skills & Time Management
- Content Development & Curation
- Collaboration & Cross-functional Teamwork
- Emerging Training Technologies