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**Praveen Raj - Sr Training Manager**

Former Sales Training Head & DGM with Lupin & Former Vice President Training with Macleods **Experienced in Sales 18 Years – Experience in Training 18 Years** Conducted 800 Training Programs - Trained 1200 Representatives & Managers\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am in reference to the vacancy of training manager in your esteemed organization. I take this opportunity to offer my candidature enriched with immensely sound training skills & experience for the same. As regards my bio data, I wish to submit as under.

Name: Praveen Raj Father’s Name: Late Mr HSL Verma Date of Birth: 07.03.1960 Married to Sangeeta who is a home maker My Elder Son Arpit is in job & younger one Abhas is doing his masters. Both are at London. Address 301 Shivalik Apartment, Nerul West, Navi Mumbai 400706, E Mail praveen.raj.07032gmail.com M 9833403528

**Training Experience: 18 Years** 2004: Got Promoted as Training Manager with Lupin HO & 2006: Sales Training Head Lupin India Region 2009: DGM & Sales Training Head Lupin - 2010: GM & Sales Training Head with Macleods 2013: Sr GM & Sales Training Head Macleods & 2014: AVP & Sales Training Head Macleods 2015 - March 2018: VP & Sales Training Head Macleods - Got Superannuated In Lupin & Macleods developed a team of new trainers lead a team of total trainers twelve trainers 2018 April - May 2019: Engagement based AVP Training Oaknet, 2019 June - March 2020: Training head With Svizera 2020 till today - Freelance online work during lockdown, 2021 August- June 22 - Online training for Virchow Gore Gaon **During the course conducted 800 training programs for training 12000 medical representatives & managers**

**Sales Management Experience:** 1985 to 2004 ASM & Sr ASM with Lupin at Lucknow, Gorakhpur, Lucknow, Faizabad, Lucknow With Two Divisions 1991 Additional Assignment as Regional Trainer for new joinees of UP. Visited Mumbai Batch as Training Coordinator

**My Education & Learning:**  First class Biology Graduate from University of Lucknow Training Certifications & TTT Programs: Certified L & D Manager, Certified Master Trainer, Certified Executive Coach Trainer's Training from TMTC Pune, Execution Training from Franklin Covey, Marketing Training from Dr Tarun Gupta GSK & NMIMS, Management & Leadership Training from Life Zone UK, Business Training from IIM Calcutta Sales Effectiveness Workshop of 6 days on – Fabing, AIDA, AIDA, ISS & Customized Brand wise In Clinic Scripts

**References: Mr Rajesh Kabu M 8291826906 - Ex Executive Director Macleods, Mr RD Bhatt M 9820003771 – Ex Director Zuventus Mr RS Radhav CEO Oaknet Eris**

**As regards to “Job Descriptions” of Training manager, I am adequately experienced as under.**

**1. Training need analysis, preparation of training calendar, training design & training content.**  (I have been doing training need analysis in line with business needs, market dynamics, company policies & stake holder’s feedback. Quarterly to yearly training calendars were made by me according to untrained MRs load & possible attrition or expansion training. Training design, agenda, contents & execution was done to maintain maximal effectiveness of training programs in economical ways)

**2. Impart training to sales team, such as induction & basic training program, provide training on product science & selling skills.** ( I have been effectively doing the same during my entire career as trainer & senior trainer with high level of involvement, passion, implementation friendliness & business orientation for most therapy areas of industry including herbal range like, One Be – Now Be One, Softovac, Softovac SF, Aptivate, One Be Syp, Anxicalm. I am highly comfortable & effective in training of Herbal Range)

**3. To improve in clinic effectiveness, provide scientific support, build competencies of sales force. Demonstrate & influence them to follow process & discipline.** *(I used Fabing, AIDA & ISS & make customized in clinic scripts, support them practice the same, successfully impart scientific aspects of brands for enhancing, knowledge, skills & overall competencies)*

**4. Conduct development programs, class room training, on the job capability building of field staff (Product knowledge, soft, hard & analytical skill) to optimize the performance)** *(I will meet & exceed organizational expectations in these strength areas of mine)*

**5. Conduct various knowledge based & skill based classroom training program in centralized & regional training programs in different therapies.** *(All my career I have done my entire training in similar ways so will meet & exceed the expectations)*

**6. Utilizing current delivery methods & media to include webcast, video & classrooms instructions.** *(Well versed with all such practices & will surely meet the expectations)*

**7. Preparing strategies & developing training materials in accordance with the current training methodologies, theories & practices.** *(Will create most simple yet complete easy to understand training manual, brands ready reckoners, pocket trainer, work book etc for each division)*

**8. Conduct refresher training programs for the assigned divisions & locations.** *(Yes. Covered 80% of country for doing such programs – Will meet & exceed expectations)*

**9. Support Reporting Training Managers with Basic Training Programs.** *(Will meet and exceed expectations as I have already done with my team of trainers in Lupin & Macleods)*

**10.** **Liaise between field support, marketing in the development of training programs, field support pieces, new products & service launches.** *(Have done with ten divisions in previous organizations. Will make proactive & positive efforts to meet & exceed the expectation)*

**12th October 2023**

**Thanking You**