TARIQ AHMAD

Learning & Development Specialist

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PROFESSIONAL SUMMARY

Results-driven Learning & Development Specialist with over 8+ years of experience delivering impactful training programs across multiple industries, including Real Estate, Health Care, IT, FMCG, Publication Houses, Construction, and Manufacturing. Expertise in Training Needs Analysis (TNA), instructional design, and developing eLearning modules that foster a continuous learning culture. Proven track record of improving employee engagement and performance through targeted interventions. Adept at collaborating with senior leadership and cross-functional teams to align training strategies with business goals. Strong focus on Leadership Development, performance metrics, and compliance with regulatory standards.

CORE COMPETENCIES

- Training Needs Analysis
- Instructional Design
- eLearning Development (Articulate Storyline, Adobe Captivate, Evolve)
- Learning Management System (LMS) Administration (Moodle, SAP SuccessFactor, Absorb)
- Leadership Development
- Performance Metrics & Evaluation
- Coaching & Mentoring
- Cross-Functional Collaboration
- Compliance & Regulatory Standards
- Multimedia Integration (Video, Audio, Simulation)
- Data Analytics
- Facilitation Skills
- Project Management
- Communication Skills

PROFESSIONAL EXPERIENCE

Learning & Development Specialist

Learning Mate - Mumbai, IN   **March 2021 - May 2024**

Responsibilities

- Spearheaded the creation and delivery of customized training programs across diverse sectors including Real Estate, Health Care, IT, FMCG, Construction, and Manufacturing.
- Conducted Training Needs Analysis (TNA) to identify skill gaps and tailored interventions, resulting in a 35% increase in learner engagement and 30% reduction in skill gaps.
- Managed L&D budgets, achieving a 15% reduction in training costs through resource optimization and effective program evaluation.
- Collaborated with department heads and SMEs to ensure alignment of training with organizational goals, improving operational efficiency by 20%.
- Implemented performance metrics to measure the effectiveness of training programs, achieving a 90% course completion rate, and surpassing industry benchmarks.
- Facilitated instructor-led workshops and training sessions, enhancing learner engagement and fostering interactive discussions to promote knowledge sharing.

Achievements

- Reduced onboarding time by 30%, enhancing new hire productivity.
- Led coaching initiatives, increasing internal promotions by 25%.

Instructional Designer - (Freelance)

Learn Mint - Delhi, IN   **October 2016 - April 2019**

Responsibilities

- Designed and delivered customized eLearning modules and interactive training programs for clients in Real Estate, Health Care, IT, FMCG, Construction, and Manufacturing.
- Conducted detailed Training Needs Assessments, improving employee performance by 15% through targeted learning interventions.
- Integrated multimedia elements (videos, audio, simulations) into learning materials, increasing learner satisfaction by 25% and knowledge retention by 30%.
- Developed and implemented facilitation techniques to enhance the learning experience, resulting in a 40% increase in learner engagement.
- Partnered with stakeholders to ensure training content met industry standards, reducing content development time by 20%.

Achievements

- Developed training programs that increased productivity by 20% and reduced errors by 15%.
- Delivered eLearning modules with a 35% increase in learner completion rates.
- Played a key role in revamping onboarding processes for construction clients, resulting in a 25% reduction in onboarding time and 20% improvement in employee readiness.

Quality Analyst

Eduauraa - Mumbai, IN   **November 2020 - March 2021**

Responsibilities

- Conducted quality audits of eLearning materials, ensuring compliance with SCORM and WCAG standards.
- Improved user satisfaction by 20% and enhanced course completion rates by addressing accessibility and usability issues.
- Reduced content errors by 25%, leading to a more effective learning experience.

Lecturer in Mechanical Engineering

Kashmir Government Polytechnic, Srinagar, JK, IN   **April 2016 - April 2020**

Responsibilities

- Delivered advanced mechanical engineering courses and facilitated hands-on learning experiences.
- Improved student engagement and comprehension by 25%, increasing overall academic performance.

EDUCATION

Bachelor of Technology in Mechanical Engineering   **May 2011 - March 2016**

Lovely Professional University, Jalandhar, Punjab, India

- Relative coursework in Thermodynamics, Fluid Mechanics, Strength of Materials, Enterprenurship, Industrial Management, Project Management, and Engineering Ergonmics

Three Years Diploma in Automobile Engineering   **November 2007 - November 2010**

Jammu & Kashmir State Board of Technical Education, Srinagar, JK, India

- Relevant coursework in Automotive Engines, Chasis Body and Transmission, Auto Design, and Automotive Electrical Systems

TECHNICAL SKILLS

- **E-Learning Course Authoring Tools:** Articulate Storyline Suite (Storyline 360, Rise 360), Vyond, Adobe Captivate
- **Video Editing and Animation Software:** Adobe Premiere Pro, Camtasia, Adobe After Effects.
- **Web Development and Content Management Systems:** CMS, Okta CMS, Wordpress CMS.
- **Web Accessibility:** Web Content Accessibility Guidelines (WCAG).
- **Office Suites:** Microsoft Office Suite, Google Suite.
- **Project Management and Collaboration Tools:** Jira, Trello, Asana.
- **Languages:** English, Urdu, Hindi

KEY ACHIEVEMENTS

- **Best L&D Specialist Award (2023):** Recognized for delivering high-impact learning solutions that improved business performance and employee engagement.
- **Innovation in Training Award:** Developed multimedia-rich eLearning programs, resulting in a 40% increase in knowledge retention.
- **Top Mentor Award:** Acknowledged for coaching and mentoring high-potential employees, resulting in 25% internal promotions.

ADDITIONAL INSIGHTS

- Passionate about fostering a culture of continuous learning and development.
- Available for consulting on corporate training, leadership development, and eLearning solutions.
- References are available upon request.