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TARIQ AHMAD

Learning & Development Specialist

ABOUT ME

Learning and Development professional with 8 years of proven experience across diverse sectors, including Retail, IT, Real Estate, Health Care, Hospitality, Manufacturing, and Automobile. Adept at designing and delivering high-impact in-person, virtual, and blended learning solutions that align with business objectives. Expertise in conducting Training Needs Analysis (TNA) to identify skills gaps and develop tailored learning programs that drive measurable outcomes. Proficient in leveraging LMS, eLearning tools, and advanced methodologies such as microlearning and gamification to enhance learner engagement and performance. Known for implementing best practices that support continuous development and contribute to the long-term success of leading organizations. Passionate about driving a culture of learning that fosters innovation and sustains business growth.

EDUCATION

Bachelor of Technology in Mechanical Engineering

Lovely Professional University,
Jalandhar, Punjab, India
2011 - 2016

Three Years Diploma in Automobile Engineering

Jammu & Kashmir State Board of
Technical Education, Srinagar, JK, India
2007 - 2010

SKILLS

- Training Facilitation (In-person & Virtual)
- Instructional Design
- Training Needs Analysis
- Stakeholder Engagement
- Employee Engagement
- Strategic Alignment
- Leadership Training Programs
- Soft Skills Development
- Agile Learning Design
- Data-Driven Insights
- Gamification Techniques
- Microlearning Modules
- Change Management
- Program Management

EXPERIENCE

Learning & Development Specialist - (Freelance)

Landmark Group | Dubai, UAE October 2024 - December 2024

- Created product and event-based training modules tailored for retail employees across regions.
- Developed interactive video-based e-learning programs, reducing onboarding time by 20%.
- Produced multimedia training content in alignment with corporate standards, driving knowledge retention.

Learning & Development Specialist

Learning Mate - Mumbai, IN March 2021 - May 2024

- Designed and rolled out customized training programs for diverse sectors like retail, healthcare, hospitality, and education, ensuring they were both relevant and impactful for the teams.
- Led the transition of traditional content into SCORM-compliant e-learning formats, improving accessibility and engagement by 30%.
- Conducted in-depth Training and Learning Needs Assessments (TNA/LNA), ensuring the training strategies were aligned with business goals, which boosted learner satisfaction by 35%.
- Managed LMS operations, integrating new training materials smoothly, and driving a 40% increase in completion rates across all modules.
- Worked closely with cross-functional teams to develop and implement leadership programs, contributing to a 20% increase in internal promotions.

Quality Analyst - eLearning

Eduauraa - Mumbai, IN November 2020 - March 2021

- Audited e-learning content for compliance with industry standards, ensuring accessibility and usability.

- Compliance Training
- Lean Manufacturing
- Manufacturing Safety Training
- Digital Transformation in L&D
- Performance Consulting
- Behavioral Training Design
- Communication and Facilitation Skills
- Critical Thinking Development
- Data Analytics

LANGUAGE

- English
- Hindi
- Urdu
- Arabic (Reading Only)

AVAILABILITY

- Immediately available.
- Open to relocation.

Training Manager

Valley Cements - Pampore, JK, IN January 2019 - September 2020

- Conducted process-specific training on cement manufacturing and machinery operations, reducing equipment downtime by 15%.
- Delivered safety and compliance training aligned with OSHA and ISO standards, decreasing workplace incidents by 30%.
- Streamlined onboarding programs for new hires, enhancing productivity within the first 90 days.
- Designed skill enhancement workshops for technicians, reducing product defects by 20%.
- Collaborated with maintenance teams to implement process improvements, increasing plant efficiency by 10%.

Process Trainer

Valley Cements - Pampore, JK, IN May 2016 - December 2018

- Delivered hands-on technical training sessions, improving operational adherence to standards.
- Created standardized training materials to streamline employee onboarding processes.
- Maintained detailed records of employee progress to support compliance with performance metrics.
- Resolved skill gaps by designing role-specific training plans tailored to employee needs.
- Supported cross-functional initiatives, ensuring process alignment across departments.

ACHIEVEMENTS

- Awarded "Best L&D Specialist" (2023) for driving employee engagement and productivity through innovative training programs.
- Led the digital transformation of training materials, improving training completion rates by 40%.
- Designed a competency framework that supported a 25% increase in leadership promotions.
- Delivered industry-specific training programs tailored to diverse sectors, boosting organizational efficiency.
- Spearheaded cost-saving initiatives in training budgets, reducing expenditures by 15%.

TECHNICAL SKILLS

- **E-Learning Course Authoring Tools:** Articulate 360 (Storyline, Rise, Absorb), Vyond, Adobe Captivate, Evolve
- **Video Editing and Animation Software:** Adobe Premiere Pro, Camtasia, Adobe After Effects.
- **Learning Management Systems:** Cornerstone OnDemand, Oracle LMS, SAP Success Factors, Workday, CMS, Okta CMS, WordPress CMS, Canvas, Moodle
- **Web Accessibility:** Web Content Accessibility Guidelines (WCAG).
- **Office Suites:** Microsoft Office Suite, Google Suite.
- **Project Management and Collaboration Tools:** Jira, Trello, Asana, Google Workspace, Microsoft Office Suite