

Tariq Ahmad

Learning & Development Specialist | Corporate Trainer | Instructional Designer | HSE Trainer | Safety & Compliance Training Consultant | Training Program Manager | Technical Training Specialist

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PROFESSIONAL SUMMARY

I am a **result-driven Training Manager** with over **8 years of experience** in planning, coordinating, and delivering **end-to-end training programs** across diverse sectors including **infrastructure, construction, engineering, retail, and manufacturing**. Proven expertise in conducting **training courses using innovative classroom techniques, interactive instructional strategies, and customized teaching aids** to elevate workforce competence and performance.

Skilled in **training coordination, personnel management**, and the administration of **competency-based learning programs**. Adept at **developing and presenting effective oral and written training reports**, conducting **Training Needs Analysis (TNA)**, and applying **Kirkpatrick's Model** to evaluate training effectiveness. Experienced in designing and managing programs in compliance with **ISO standards (9001, 14001, 45001), OSHA, and HSE guidelines**.

Demonstrated ability to lead training for **internal teams and external organizations**, with hands-on expertise in **training logistics, calendar planning, and curriculum development**. Known for aligning L&D programs with strategic business goals, enhancing employee engagement, and fostering a **culture of learning and development**.

Technically proficient in **Articulate Storyline, Adobe Captivate, Camtasia, SAP SuccessFactors, Moodle, and Trello**, enabling seamless development and delivery of both instructor-led and e-learning programs.

CAREER HIGHLIGHTS

- Delivered over **300 classroom and on-site training sessions** using **modern instructional techniques**, simulations, and teaching aids to enhance **workforce capability** and compliance.
- Designed and implemented **safety and technical training programs** aligned with **ISO 9001, ISO 14001, ISO 45001, HSE, and OSHA** standards, ensuring **audit readiness** and **regulatory compliance**.
- Conducted **Training Needs Analysis (TNA)** in collaboration with **HR and department heads** to identify skill gaps and develop **customized learning solutions**.
- Led **certification and awareness programs** for **third-party vendors and external teams**, maintaining **consistent performance** across partner organizations.
- Applied **Lean, Six Sigma, and Kaizen** methodologies in training content to promote **operational efficiency** and a culture of **continuous improvement**.
- Achieved a **30% reduction in workplace incidents** through targeted training on **hazard identification, confined space safety, emergency response, and machine handling**.
- Developed **SOPs, training manuals, and quick guides** to support **process consistency** and ensure smooth training delivery across **multi-location operations**.
- Spearheaded **LMS implementation and e-learning development**, introducing **blended learning strategies** that boosted **learner engagement** and **knowledge retention**.

CORE COMPETENCIES

Compliance & Regulatory Training (ISO 9001, ISO 14001, ISO 45001, HSE, OSHA) | Process & Industrial Safety | Training Program Development | Risk Assessment & Hazard Control | Engineering & Manufacturing Training | Construction & Heavy Equipment Safety | LMS Administration & E-learning Solutions | Lean Manufacturing & Continuous Improvement | Six Sigma (DMAIC & DFSS) | Kaizen & TQM | Audit & Training Documentation | Workforce Onboarding & Development | Curriculum & Instructional Design | Emergency & Fire Safety Training | Performance Gap Analysis & TNA | Change Management & Organizational Learning | Leadership Development | Soft Skills & Virtual Training Facilitation

WORK EXPERIENCE

Learning and Development Specialist	October 2024 – December 2024
Landmark Group (Retail)	Remote
<ul style="list-style-type: none">Designed and converted traditional training materials into engaging eLearning formats, improving accessibility and learner engagement across multiple platforms.Developed training programs for in-store experiences, including the Stock Take App, Sahla Store, Oracle Net Suite, and Point of Sale (POS) systems, enhancing operational performance and technical proficiency.Created and delivered product training modules to improve product knowledge and customer service skills, focusing on upselling and counter selling techniques.Delivered event-based training for special campaigns such as Ramadan and White Wednesday for Babyshop, focusing on promotional strategies, customer engagement, and sales performance.Implemented pre- and post-training assessments (Kirkpatrick Model) to evaluate training effectiveness and continuously improve L&D strategies.	
Learning and Development Specialist	March 2021 – May 2024
Learning Mate - Consulting Services (Offers Customized training solutions across various industries.)	Mumbai, India
<ul style="list-style-type: none">Developed and delivered comprehensive technical and compliance training programs across GCC, US, APAC, and India, tailored to regional regulations and operational standards in engineering, mechanical, construction, real estate, and manufacturing sectors.Led multi-country safety and HSE training initiatives, incorporating region-specific protocols and international best practices including ISO 9001, ISO 14001, ISO 45001, and OSHA guidelines, ensuring global compliance alignment.Conducted Training Needs Analysis (TNA) and Performance Gap Assessments for diverse workforces, enabling customized training rollouts that addressed unique regulatory, cultural, and technical requirements in each geography.Designed and facilitated scenario-based learning, blended learning modules, and VILT sessions using Articulate Storyline, Rise, and Adobe Captivate, incorporating adult learning principles suited for multinational and multilingual audiences.Delivered impactful sessions on machine safety, hazard identification, confined space entry, PPE compliance, and emergency response, contextualized for high-risk environments in the Middle East, Southeast Asia, and North America.	

- Spearheaded the development of **localized SOPs, multilingual training manuals, and compliance handbooks**, ensuring **process standardization** and **legal adherence** across geographically distributed teams.
- Oversaw the **end-to-end training lifecycle**, from needs assessment and scheduling to **impact evaluation and ROI reporting**, enabling **data-driven improvements** in training effectiveness across cross-border operations.
- Collaborated with **regional HR, HSE officers, and project stakeholders** to ensure training programs aligned with **business objectives, local labor laws, and client-specific requirements**.
- Digitized training delivery via **Learning Management Systems (LMS)** such as **SAP SuccessFactors** and **Moodle**, significantly improving training reach, accessibility, and learner retention in remote and mobile-first work environments.
- Applied **Lean, Kaizen, TQM**, and **Six Sigma** methodologies to training strategy, enhancing **operational efficiency, minimizing downtime**, and promoting **continuous improvement** across engineering and infrastructure projects in diverse markets.
- Trained global teams on **equipment handling, mechanical operations, lifting procedures, and heavy machinery safety**, reinforcing **technical competence** and fostering a strong **safety culture** in complex project environments.

Training Manager

March 2016 – September 2020

Valley Cements – Manufacturing Plant *(Specialized in high-quality cement production.)*

Khrew Pampore, India

- **Designed and implemented** process-related training programs for manufacturing operations, including **cement production cycles, raw material handling, kiln operation safety, and maintenance protocols**.
- Led compliance training on **ISO 9001 (Quality Management), ISO 14001 (Environmental Management), and ISO 45001 (Occupational Health & Safety)** standards across multiple departments.
- **Trained employees on SAP S/4HANA** for production planning, resource allocation, and workforce scheduling, improving process transparency.
- Developed and delivered **structured onboarding and competency-based training** programs, reducing new hire adaptation time by **30%** and increasing retention.
- **Conducted audit reports and compliance assessments**, identifying gaps and implementing corrective actions to enhance safety and efficiency.
- Applied **Lean Manufacturing, Six Sigma (DMAIC), and Kaizen** principles to reduce process variability and improve quality control.
- Delivered high-impact courses on **hazard identification, industrial hygiene, confined space safety, fire prevention, and material handling safety**, improving safety awareness and risk mitigation.

TECHNICAL PROFICIENCIES & LEARNING TECHNOLOGY EXPERTISE

Tools: Articulate Suite | Adobe Captivate | Evolve | Vyond | Animaker | Figma | Adobe Creative Cloud | Camtasia| Workday | SAP Success Factor | Oracle LMS | Cornerstone| Canvas | Lectora | Bento | Habitat | Lectora| Content Management System: Wagtail | Jira | Trello | Asana | Slack |MS Office | Google Suite | Adobe Premier Pro | Adobe After Effects

EDUCATION

Bachelor of Technology *(Specialization in Mechanical Engineering)*

2011 - 2016

Lovely Professional University

Punjab, India

Lovely Professional University (LPU) is a prominent private university in India, accredited with an 'A+' grade by NAAC.

Three Years Diploma *(Specialization in Automobile Engineering)*

2007 - 2010

Jammu & Kashmir State Board of Technical Education

Punjab, India

LANGUAGES

English (Fluent) | Hindi (Native) | Urdu (Fluent)