

## **Shubham Saurabh**

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### **Professional Summary**

A dynamic professional with a proven track record in leadership and team management. Committed to utilizing my skills and experience in steering training initiatives that contribute to the growth and success of the organization.

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### **Professional Experience:**

#### **Lead Aptitude & Senior Manager – Career Skills**

**Manav Rachna Educational Institutions | Faridabad | Dec 2021 – August 2025**

##### **❖ Leadership & Departmental Management:**

- Leading the training team at the Career Development Centre (CDC) to design and deliver strategic training programs aligned with placement objectives."
- Serving as the Single Point of Contact (SPOC) for all training requirements across the university, ensuring seamless coordination and operational efficiency.
- Managing all departmental administrative functions, including the organization and coordination of third-party diagnostic tests to facilitate student placements.

##### **❖ Training & Development:**

- Spearheaded the training of students in Quantitative and Reasoning Aptitude, significantly boosting their placement readiness.
- Developing and delivering customized content for Aptitude and Reasoning assessments, specifically tailored to meet industry requirements
- Training newly recruited faculty members, ensuring consistent and high-quality delivery of training programs.

##### **❖ Data-Driven Strategy:**

- Prepare and analyze third-party test results to refine training programs and drive student success
- Lead the preparation of data for NAAC and NBA accreditation, ensuring compliance and excellence in training standards.

##### **❖ Head Examination:**

- Develops and implements examination policies and schedules.
  - Ensures secure, fair, and smooth conduct of exams.
  - Oversees evaluation, result processing, and timely publication.
  - Manages exam staff and ensures regulatory compliance.
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#### **Senior Trainer – Department of Training**

**GLA University | Mathura | Jan 2019 – Dec 2021**

##### **❖ Team Leadership & Coordination:**

- Coordinated training efforts with various departments, ensuring comprehensive preparation for placement exams.
- Led the development of new training content and its effective delivery across the university.

##### **❖ Administrative Leadership:**

- Managed semester paper setting and other administrative tasks crucial for smooth departmental operations.
  - Implemented trainer metrics to monitor and enhance the performance of the training team.
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#### **Senior Trainer – Career Skills**

**Manav Rachna International Institute of Research & Studies | Faridabad | July 2018 – Dec 2018**

##### **❖ Training Excellence:**

- Delivered high-impact training sessions in Quantitative and Reasoning Aptitude, contributing to student success in placements.
  - Organized diagnostic tests and utilized analysis to continuously improve training outcomes.
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## Assistant Professor

Lovely Professional University | Jalandhar | July 2017 – July 2018

### ❖ Mentorship & Training Development:

- Mentored new faculty members, guiding them through the university's systems and training protocols.
  - Led the Content Development and Research (CDR) team, creating and refining content for Aptitude and Reasoning training.
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## Aptitude Trainer

Chandigarh University | Chandigarh | May 2015 – July 2017

### ❖ Content Development & Delivery:

- Developed and delivered customized training modules for placement preparation, ensuring alignment with industry standards.
  - Led the organization of various student development events, enhancing the overall placement readiness of students.
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## Faculty of Quantitative Aptitude

Brilliance Academy, Chandigarh | Chandigarh | Aug 2013 – May 2015

### ❖ Training Delivery:

- Conducted focused training sessions for government exam preparation, with an emphasis on Quantitative and Reasoning Aptitude.
  - Developed and delivered content tailored to the latest trends and exam patterns.
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## Education:

### ❖ Master of Business Administration

Maharaja Agrasen Himalayan Garhwal University | 2022 |

### ❖ B.Tech in Electronics & Communication

Swami Parmanand College Of Eng. & Technology, Punjab | 2013 |

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## Certifications & Training:

- ❖ Excel Essential Training (Microsoft 365) from LinkedIn - June 2023
  - ❖ Project Management Power Moves: Leading with Influence from LinkedIn Dec 2023
  - ❖ Nano Tips for Mental Agility and Resilience from LinkedIn Sep 2023
  - ❖ Administrative Human Resources from LinkedIn May 2024
  - ❖ Creating a Culture That Inspires Your Employees from LinkedIn May 2024
  - ❖ Project Management Power Moves: Leading with Influence from LinkedIn July 2024
  - ❖ Managing Teams from LinkedIn - July 2024
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## Skills:

- ❖ Leadership & Team Management
  - ❖ Content Development
  - ❖ Quantitative & Reasoning Aptitude
  - ❖ Data Analysis & Strategy
  - ❖ Event Coordination
  - ❖ Skill Development
  - ❖ Operations Management
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## Achievements:

- ❖ **Rapid Progression:** Fast-tracked through four promotions in three years based on measurable performance and leadership excellence.
  - ❖ **Strategic Leadership:** Led institution-wide training initiatives impacting over 10,000 students annually, with proven placement outcomes.
  - ❖ **Faculty Development:** Designed onboarding and continuous development programs for new faculty, driving consistency in delivery.
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**Interests:**

- ❖ Playing strategic games and puzzles
- ❖ Exploring EdTech tools and learning innovations
- ❖ Mentoring and Career Coaching
- ❖ Watching Movies
- ❖ Traveling