

# Takshila Chauhan

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## Experience

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### Great Learning | Gurgaon, India

#### Assistant Manager Operations | 03/2023 - Present

- Led the Career Services division, overseeing a team of three people. Provided strategic guidance to program participants (PGPx, PGPpro, MIT- TLP) on career planning, resume building, interview preparation, and job search strategies to enhance their career prospects.
- Held one-on-one sessions with program participants, giving feedback on their profiles, adding industry specific keywords, and making resumes ATS-friendly.
- Managed the company's job board by maintaining global job listings, including executive-level positions. Ensured the quality and accuracy of posted opportunities by reviewing job details, updating listings, and removing expired postings.
- Led discussions with IT teams to enhance the functionality and user experience of the job board interface.
- Conducted comprehensive market research to identify and evaluate universities offering degree programs, analyzing academic offerings, faculty qualifications, tuition costs, and campus facilities, while exploring potential tie-ups and partnerships for collaboration.
- Worked on the executive coaching segment by researching institutes that offer C-suite coaching, collaborating with universities, and serving as the main point of contact between the institute and program participants to ensure a smooth process.
- Streamlined Career Services operations by developing structured training modules, establishing key performance indicators (KPIs), and enhancing team productivity and skill development.

### PlanetSpark | Gurgaon

#### Sr. Associate | 03/2021 - 02/2023

- Developing a growth strategy resulting in at least 2500 leads
- Creating efficient training programs directly contributing to monthly enrolments of more than 352 new clients.
- Observing how trainees are performing and responding to instructions.
- Working with the sales team to do continuing needs analyses, analysing client feedback, and modifying the training plan as necessary.
- Conducting client contact sessions, effective demo trainings, software understanding (LMS), and mock evaluations.
- Spearheading a manual marketing vertical with the goal of increasing product awareness among 100 prospects and turning 20 prospects into customers on a weekly basis.
- Leading Learning Improvement Program workshops to help the trainees develop their interpersonal and sales skills.
- Training teachers to be skilled workers who are knowledgeable, savvy, and focused on achieving corporate goals.
- Working with 2000+ trainees throughout India.
- Directing and managing training and development processes, thereby ensuring all new hires receive high-quality orientation and on-boarding experiences in order to maintain a high employee performance level.
- Partnering with other Human Resource Department Heads and senior Training and Development management in order to determine program priorities, roll-out plans, set program deadlines, and ROI analytics.
- Conducting current and ongoing strategic assessments of business-wide training and development programs and initiatives.

## Skills

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Career Counseling & Coaching, Resume & Cover Letter Review, Interview Preparation & Mock Interviews, Industry Trends & Job Market Analysis, Cross-Functional Team Collaboration, Performance Metrics & KPI Tracking, Workflow & Process Automation, Microsoft Excel, Google Sheets & Google Workspace, Learning Management Systems (LMS), AI/ML-Career Services(ChatGPT, AI Resume Review Tools etc.)

## Education

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### Vivekananda Institute of Professional Studies | Delhi, India

PGDM- Marketing, IT | 08/2021

### Ip University | Delhi, India

BBA | 08/2018