



Siju P Nair

✉️ saisiju@gmail.com

📞 +91 97310 66176



Core Competencies

Professional Networking

Corporate Training & Consulting
Business

Content Development

Strategic Planning

Operations Management

Budgeting & Cost control

Key Account Management

Market Research

Project Management

Presentation and Facilitation Skill

Problem Solving and Analytical
Skills

Compliances and Corporate
Governance & Legal

🕒 **Profile Summary** : Overall, **20 + years of hands-on industry experience** in the following areas:

- 🕒 As Coordinator/ Project Manager, worked with **Knowledge Management/ Corporate / Leadership / Professional Trainings and Management Consulting Organisations** (Corporate training, Management Consulting, Centre of Excellences, L&D services etc) - Proven track record for Business Development Achievements towards Academy/ Centre of Excellence Business. Eexperience in **Content Development for various technical courses, E-Learning** for Corporate sector, E-com products and various **Skill Development Courses** for Corporate sector, Competence in organising **International Delegation/ Overseas study tour** to various countries for Indian OEM's and for their suppliers.
- 🕒 Worked with **premier Industry Associations** – a decade of experience with **Confederation of Indian Industry (CII), IMTMA and HIA** for (i) Government's Industrial promotional Projects (ii) CEOs forums (iii) international delegations (iv) Compliance and Governance support to companies. Outstanding analytical skills and ability to liaise with various partners/member organisations/stakeholders/ Strategic Partners/technical resources/Skill Development centres/ Government dept. etc.
- 🕒 Worked with reputed International **Quality Certification Bodies** like **TUV Rheinland and UL DQS**. Thorough Knowledge on Quality Certification and Auditing Business. (i)Experiences in conducting industrial Research and Surveys, auditing, Developing and implementing Learning strategies, Experiences in developing company policies, internal policies and strategies, monitor the violation of legal/ regulatory norms.
- 🕒 Working experience in **MSME Sector Development Activities**. Worked for Quality Council of India (QCI)'s **MSME Cluster activities**. Excellent in Business Development, Strategic Planning, Business Operations, Project Management, Corporate networking and Branding.



Work Experience :

20 + Years of Industry Experience

Till 29th April'2023: Worked with **Hosur Industries Association (HIA)** as **Principal** (Skill Development & Professional Networking – On contract) and: Overall responsible for HIA Skill Development Centre ie. Conceptualising the training courses needed for HIA members and their stakeholders, Coordinating with faculty members and industry experts, Liaison with Government, Knowledge partners and other execution partners/Sponsors.

Jan' 2021 to Till June'2022 – INFIMIND INSTITUTE OF SKILL DEVELOPMENT, Vice President (Consulting/Training/ Skill Development Business)

Job profile: Responsible for branding, revenue generation through Corporate Consultancy services, L&D services, . Responsible for coordination with external knowledge partners, clients and all other stakeholders for 3 key business verticals (Corporate Training, Skill Development and MSME/start up cluster business activities).

Jan' 2020 to Dec'2020 – DQS India, Associate General Manager - Corporate Sales (Managed Training Solutions)

Job profile: Responsible for branding, revenue generation through various Quality Management consultancy services, public/ customized training courses, Coordination with domestic and international customers for Training Certification

April 2017 to Dec' 2019 - INFOCAREER PRIVATE LIMITED . Regional Director and Head of Operations.

Job profile: Responsible for branding, revenue generation through various public/ customized training courses and development of strategic management consulting business , developing market for PMI certified professional courses, Coordination with MSME's /QCI's various projects on Lean Implementation for MSME cluster projects.

January 2010 to July 2016- - TUV RHEINLAND (INDIA) PVT. LTD. worked as an Asst. General Manager (Professional Training/Consulting Business)

Job profile: Performed as process owner for entering into new market and generating business towards Corporate training. Handled business operation for professional training business (PAN India) of TUV, various projects handled and 10+ overseas study missions/delegations to many countries. Experience in conceptualizing, developing and promoting high value professional/technical training programs for manufacturing, service and processing industry on Quality, Process and Project Management ie. Functional Safety, Lead Auditor Courses, Six Sigma BB, Agile, PMP, GD&T etc.

Apr'09 to Dec'09 - Worked as **Senior Executive Officer** at **Indian Machine Tool Manufacturer's Association (IMTMA)** at Bangalore (April to December 2009).

Job profile: Marketing technical/domain based training courses pertaining to Machine tools industry to IMTMA Members /non-members.

June 2000 to March 2008: Worked as Executive Officer (Grade of Dy. Director) with **CONFEDERATION OF INDIAN INDUSTRY [CII]** at **New Delhi** and **Bangalore** locations (Jan' 2000 to Dec'2008).

Job profile: Handled responsibilities towards key projects like CEOs sessions/various national level industry sector committees, Worked for overseas delegations to JUSE and AOTS (Japan) and marketing of CII Institute of Quality's national and international level training programs on Manufacturing Excellence and Quality

Sept' 1998 to Dec'1999: Worked as Executive at **Cosmique Limited (1999-2000)**, Gurgaon, Haryana.

Job profile: Part of International Marketing team and supported to international trade business of Cosmique Limited.

Professional Certifications:

- **Certified Lead Auditor** on Quality Management System ISO 9001 (IRCA)
- Trained on '**Quality Management**' by **AOTS, Japan** (Course completed from Tokyo Centre, Japan-(2010).
- Qualified as Facilitator on '**Total Quality Management**' by **JUSE, Tokyo** (2006)
- Attended Project Management Professional (**PMP**) preparatory session (PMI's preoperatory session)
- Post Graduate Diploma on Computer Applications.

Academic Qualification:

- **LL. B Course** (Await the final results from Karnataka State Law University, **Govt. of Karnataka**)
- **Master of Business Administration (MBA)** on **Project Management** from Sikkim Manipal University.
- **Post Graduate Diploma on Management** from Mahatma Gandhi University, Kerala.
(PG Diploma on Marketing Management, Business Mathematics and Computer Application on 1997)
- **Graduation in Arts (BA)** from Kerala University (1994).

Key achievements:

- Received recognition as **Best Performer** of **TUV Rheinland** Corporate Training Business stream on 2014 and 2015.
- As a key Business manager, participated on various overseas study tours of CII and TUV at **Germany, Thailand, China and Japan**.
- Successfully coordinated and executed many national and international conclaves /Quality Summits/ trainings/conferences/seminars
- Participated on '**Indo- China industry friendship training program on Quality Management** jointly Organized by AOTS, Alumni Assn. and TUV at **Shanghai, China** (2011)
- Participated the Training on **Leadership** held at **Abu Dhabi, UAE** (2014) organized by TUV Rheinland Group, IMEA Region.
- Received special appreciation from **Director General** of **Confederation of Indian Industry (CII)** on 2006-07.

Interest: Preparing and reading literature on **Industry updates** and involving/participating the webinars and certificate courses on various , Sales and Marketing for Professional Training Courses, Legal and regulatory issues, Quality Management etc.



Personal Details

- Language: Fluency in English, Hindi and Malayalam. Proficiency in Tamil and Kannada.
- Date of Birth: 18-01-1973
- Family: Married and staying with wife and daughter – presently located at Bangalore.
- Fathers Name: Late Shri N. Prabhakaran Nair
- Volunteer activities: Regular social activities.
- Address: A-309, Sonestaa Silver Oak, Thubarahalli Extended Road, Bangalore 560 066 INDIA.

The above statements are true as per my knowledge and belief.

SIJU P NAIR