

Poornima Thulasiraaman

Proficient Learning and Development Expert with Robust Interpersonal Acumen

Possessing a wealth of experience, I am a deft specialist in learning and development, renowned for my adept interpersonal abilities and a solid track record in crafting, executing, and overseeing comprehensive training programs. My expertise is further enhanced by a versatile and forward-looking skill set, encompassing customer engagement and support in financial auditing tasks.

Professional Experience

Merck, Bangalore

Communication and Development Analyst

April 2022 – Present

Communication and Development Analyst, Merck Bangalore

- **Crafted and Delivered Training:** Authored comprehensive training materials and led engaging sessions for onboarding and professional development of new and current staff.
- **Communication Management:** Established and curated content for various communication platforms, ensuring consistent and effective internal and external messaging through websites, email campaigns, and newsletters.
- **Agile Methodology Implementation:** Spearheaded the adoption of Agile practices, enhancing team collaboration and streamlining cross-functional communication.
- **Training Coordination:** Orchestrated training schedules, gathered participant feedback, and disseminated educational resources, optimizing the learning experience.
- **Development Tracking System:** Designed a robust tracking system to monitor and support employee training and growth, yielding a significant 25% uptick in skill acquisition and career advancement.
- **Survey Design and Analysis:** Created and administered targeted surveys to gauge session effectiveness and inform future training strategies.
- **Data-Driven Insights:** Performed targeted analyses to address key business inquiries, delivering actionable insights that bolstered operational efficiency.
- **Collaborative Planning:** Actively engaged in cross-departmental meetings, contributing to the strategic planning of educational initiatives and corporate programs.
- **Performance Tracking:** Managed a comprehensive tracker to monitor and promote continuous improvement in access to resources, process training, and soft skills enhancement.
- **Productivity Presentations:** Developed and presented informative sessions aimed at elevating workplace productivity and fostering a collaborative culture within the Center of Excellence (COE).

- **Ad-Hoc Management:** Efficiently handled spontaneous requests from the COE and various stakeholders, ensuring timely and effective resolution.

Financial audit assistance

- Assisted in the planning and execution of financial audits, ensuring compliance with GAAP and relevant regulations.
- Conducted thorough reviews of financial documents, identifying discrepancies and areas for improvement.
- Collaborated with audit teams to provide client-focused services, enhancing client satisfaction and retention.
- Prepared detailed audit reports, presenting findings and recommendations to senior stakeholders.
- Managed risk assessments and provided analytical feedback to support decision-making processes.

Christ Academy, Bangalore
Science Teacher

May 2017 – April 2022

Worked as a teacher, subject counsellor, and animator

- Delivered excellent training session for new teachers/existing and conducted engaging sessions on improvement topics.
- Led a team of teachers to develop interdisciplinary projects that sharpened students' critical thinking and problem-solving skills
- Created an online platform for distance learning and remote collaboration, allowing students to continue their education during the pandemic
- Developed and implemented strategies to foster a positive learning environment, resulting in improved student behavior and conduct
- Developed and delivered engaging, hands-on science experiments and projects that increased student enthusiasm for the subject by 80%
- Utilized digital tools, such as virtual labs, simulations, and interactive games, to enhance student learning and engagement.
- Effective maintenance on documents that supports audit, PTM, academic planners, activity planners, MOM records .
- Proven track record on efficient mentoring on teachers and academic performance / disciplinary issues for students.

Education

M.Sc. Biotechnology

Bharathiar University, Coimbatore

B.Sc. Biotechnology & Biochemistry

Avinashilingam University, Coimbatore

Areas of Expertise

- Critical thinking and problem solving
- Ability to Multitask
- Teamwork
- Communication Skills
- Customer oriented
- Adaptability
- Microsoft Office

Professional Training

"Transition from Teacher to the Student Counsellor" , Go Study Educational Services

NISHTHA online course, (National Initiative for School Heads' and Teachers' Holistic Advancement)

Effective online Classroom tools, NISHTHA