NUPUR RASTOGI

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Profile Snapshot

Qualification	Work Experience 18+ years	Area of Expertise
•Masters in Human Resources •PGD-Instructional Design •Bachlors in Education •B.A.(English and Psychology)	•Delphian Logic •Infosys Technologies •Hero Group,Delhi •Robert Bosch Engineering and Business Solutions-RBEI- India and Germany •Manipal University-EduNxt, Bangalore •IIM-Ahmedabad •LBSIMDS College Lucknow	•Elearning •Instructional Design •Content Development •Corporate Training •Academics •Consulting •Coaching

Career Details	**Objective:** Contributing towards learner-centric training solutions by applying adult learning strategies. **Roles undertaken**: Consultant, Team Lead, Sr. Instructional designer, Faculty, Trainer, SME, Content Development, Academic Associate, Editor, Lecturer **Seeking Opportunities:** Full Time role in eLearning/content development
Personal Details	I am an Indian Female, born on 26 June 1979. I hold a valid Indian passport. I am married and childfree. I prefer to work in a hybrid/remote mode.
Work Experience	
Delphian Logic (Full time _Remote) **(Since Sep.2022)**	**Learning Architect** (from September 2022- till date) ➢ Content Analysis and Detailed Content Outline ➢ Developing storyboards for WBTs, authoring in Articulate RISE ➢ Review and edit the Detailed Content Outlines, storyboards. ➢ Review and quality checks of elearning outputs (Developed in storyline 360/rise/ elucidate) ➢ Prepare and finalize style guide in collaboration with the SME/client ➢ Collaboration and coordination with ID team, SME, client, project and design teams ➢ Training and mentoring

Infosys Technologies (Full time _Remote) (Nov.2021-August 2022)	***Lead ID (Contract role Via Nixsol):*** ➢ SAP based Technical Training ILTs for OLX ➢ ERP based Technical Training ILTs for Hallmark ➢ Web Assist Navigators-SAP enable now (In App help)
Independent Consultant- Freelance and contractual **(Jan 2018 to Oct 2021)**	Worked in **contractual roles and freelance assignments** for different organizations and vendors. Some of the key organizations are: ➢ **UpGrad:** SB for raw video lecture enhancements-soft skills (6 months) ➢ **UpGrad Work Better:** SB development for product and soft skills training (3 months)** ➢ **Zydus:** competency based training intervention-Training design, VILT's, quiz evaluation, post training participant's resources, Individual development plan, train the trainers (10 months)** ➢ **Mahindra:** SB for induction elearning (3 months)** ➢ **Merit Trac Assessments:** SME for HR and Psychology Assessment (12 months)** ➢ **zKonsult Innovative Solutions Private Limited (ZISPL):** Storyboarding for storyline360 based BFSI elearning Modules, VILT development (6 months) ➢ **Focus edumatics:** SB development for higher education-Adobe rise based WBTs (6 months)** ➢ **Hero Group**: TNA, ILT,SB, faculty guide, handbook development for corporate trainings. Presales, Pitch deck, Proposal development.(18 months) ****** *Duration provided here is approximate and there may be overlap of assignments, while working on multiple assignments as a freelancer. If needed, required details (contract agreements, invoices, work samples) may be shared on demand.* **Key tasks as an Independent Consultant, since Jan 2018** ➢ Developing Design Documents, Story Boards, ILT, vILT ➢ Content development for functional Skills/Soft Skills/Sales/SOP-Standard Operating Procedure/Product/CRM Trainings - ILT (Instructor Led Training) ➢ Content development for HR and OB based certificate courses- VILTs for US based coaches ➢ Program design and development based on TNA (Training Needs Analysis) ➢ Planning and providing comprehensive training solution for long intervention projects (Organization restructuring/ competency-based trainings/upgrading members to a higher role, integrating fresher to organization expectations) ➢ Support to Pre-sales/ Sales team for estimation and proposal development (RFQ). ➢ Developing role-plays, problem-based scenarios for skill practice, assessments, and competency development. ➢ Developing case and case lets specific to the audience for skill application ➢ Developing scenario-based assessments

	➤ Question paper setting/ assessment development for Higher education **Sectors served:** Automotive, BFSI, Education,FMCG, IT, Logistics, Oil and Gas, Pharma, PSU, Power, Real Estate, Retail and Telecom **Audience:** First time managers, Mid-Senior level, Sr. Managers, Business leaders, Fresher, students
Career Break (Sep 2016 to Dec 2017)	
Robert Bosch Engineering and Business Solutions (RBEI-Bangalore, Bosch-Stuttgart) **(2011-2016)**	➤ **Team Lead:** April 2014-August 2016 ➤ **Sr. Instructional Designer:** Oct 2011-March2014 **Key Tasks** ➤ Planning and execution for the development of different elearning modules, for Bosch ➤ Preparing High level design document, developing Storyboards, Assessments, and prototypes for elearning courses ➤ Recording simulation and converting to web based training (WBTs) based on SME input (SAP, ERP, Internal Software process and Modules) ➤ Identify and suggest the course delivery plan with suitable structure in Bosch Learning Space.-Bosch LMS (Plan for TrainM Integration and Certificate generation) ➤ Coordinating with the SMEs, Graphic Designers, Quality Analysts, Project Managers, and Customers ➤ Customer engagement and escalation management ➤ ID Analysis, Review, Effort Estimation, Resource Planning, Project Status Reporting, Customer Requirement Document, Pre sales, Proposal development, Project Agreements, Checklists and Guidelines for Project ➤ Providing training for authoring tool and Social Business Platform (Internal Platform of Organization) webex and workshops ➤ Localization of WBTs (German, Spanish, Turkish, Italian, Japanese) **Project Details** ➤ **Lead ID** for the WBT development Project -MDAA/ PIPO- SAP based tool (50+ WBTs) ➤ **Lead ID** for the elearning development "Project –HR Global IT Tools". (Covering Nine Bosch HR Processes))- Success Factors. (100+ elearning modules- WBT and Video Animations) ➤ **Instructional Designer** for PaGos (May 2013-July 2013) ➤ **Onsite Coordinator** for the WBT development Project "HR IT Tools" Sep 2012 till May 2013 deputed in Germany- Stuttgart ➤ **Member** Research and Development team "elite" March 2011 to August 2012 ➤ **Lead** for the WBT Development Project for IQIS System- generation of Quality Reports, using Oracle Platform", Dec 2011-April 2012 ➤ **Trainer** Social Business Academy (Internal Social media Platform) ➤ **ID** for 2D animation trailers to introduce new tools/product/process **Training Details** ➤ Conducted workshop for **Creativity in elearning** ➤ Conducted training for usage of **TTKF tool** ➤ Conducted Web-ex trainings for **Social Business Academy (SoBA)** ➤ Conducted different trainings for explaining the process and workflow for eLearning development for new recruits

Sikkim Manipal University- Distance Education **and** **Manipal Universal Limited - E learning Bangalore** **(2008 -2011)**	**Faculty-HR and Consultant-Elearning** (From 7th July,2008 till Oct 2011) ➢ Assistant professor for Organization Behaviour and Human Resource Development and Consultant Elearning. ➢ SME and Instructional Designer for Elearning content HR.(For PG level) ➢ Responsible for planning MBA HR online content (animation/video development, assessments, articles, blogs, chats, discussion groups etc.) ➢ Programme Coordinator for BBA. (Responsible for curriculum planning, new course development, coordination with other university faculty members, industry experts, vendors/publishers. ➢ Internal Auditor -ISO 9001:2009 ➢ Resource person (Trainer) -EduNxT training (training the faculty members for using the e learning portal-EduNxT) ➢ Faculty HR for Executive MBA- Manipal University. ➢ Development and Delivery of management development programs and faculty development programs/ workshops **Major Contributions:** ➢ Prepared Online Learning strategy and elearning modules for HR Management courses in SMUDDE-EduNxT. ➢ Contributed guidelines for effective online teaching and the training ➢ **Content Reviewer** for HR Specialization Course materials. ➢ **Co-author** for the Self learning Material "Management and Organization Development- Dec 2008 and "Management Process and Organization Behaviour- Dec 2009. ➢ Conducted trainings and workshops for effective development and usage of "Online Teaching Tools"
Organization Behaviour Area.- IIMA **Indian Institute of Management- Ahmadabad (2007-2008)**	**Academic Associate** ➢ Assisted the Course Interpersonal & Group Processes for PGP-1 ➢ Assisted the outdoor training for PGP- Executives Programme ➢ Assisted the Programme on **"Enhancing Leadership Capacities and Potential Among Professional Women"** ➢ Preparation and conduction of Experiential games and Simulations ➢ Developing cases and concept notes for course ➢ Involved in different ongoing research projects in the area pf leadership, organization culture, managing change and team effectiveness
LBSIMDS Management College, **UP Technical University. Lucknow** **(2005-2007)**	**Lecturer** ➢ Taking lectures (HRM, OB, Personality, Communication, Counselling Skills) ➢ Member of editorial team **"Contemporary Management"** (A National Journal) ➢ Contributed 9+ articles and papers in different National and International Journals ➢ Constructive contribution in preparing *Management Development Programs*, organizing seminars, workshops, and cultural events
Temporary Jobs (2003-2004)	**HR Executive** (DSA-Kotak Securities, Lucknow) **Counselling and Coordination** (Nirvan Neuropsychiatric

	Hospital and Deaddiction Center , Lucknow)
Qualification and Certification	
Academic Qualifications	➢ **Diploma in Instructional Design from SCDL Pune**.(2012) with A grade.(Distance Learning) ➢ **Masters in Human Resource Development and Management** from University of Allahabad in 2001-2003 with First division (Full time - Regular) ➢ **B.Ed. (Bachelor of Education)** from M.J.P. Rohilkhand University, Bareilly in 2000-2001 with First division. (Full time -Regular) ➢ **B.A. (English, Economics, Psychology)** from M.J.P. Rohilkhand University, Bareilly with First division, in 1997-2000 (Full time -Regular) ➢ **XII Std**. (Sr Secondary) from I.C.S.E. Board in 1996-1997 with First division (Humanities) (Full time -Regular) ➢ **X Std**. (High School) from C.B.S.E. Board in 1994-1995 with First division (Full time -Regular)
Certifications (Short term Courses and Certifications)	➢ One year course in **Psychodrama (Psychodrama Coach Practitioner)**-an Internationally Accredited course **from Vedadrama-India and PIB Zentrum Germany** (April, 2022) ➢ Awarded **Certified Learning and Development Manager (CLDM)** certificate from Middleearthhr (August, 2022) ➢ **German Language** (A2 Certification)- IFA, Stuttgart- Germany (2017) ➢ Awarded **"ISO 9001:2009 Internal Auditor"**- by TUV Rheinland- (Oct, 2009) ➢ Awarded **EduNXT Level 1** and **Level 2 Certificate** by SMUDE for Online leaning course development and teaching (2009) ➢ Awarded **Level 2 IVQ Diploma in Training Skills- City & Guilds, London, in collaboration with Manipal Universal Learning** (April 2009) ➢ **Applied Behavioral Science**– (A course run by **IIM A** for the students of FPM-2nd year) (2007-2008)
Tools	Adobe Rise, Storyline 360 (basic), SAP Enable Now, Captivate, TTKF
Other Details	
Award	Gold Medal for Psychology (Graduation), 2000
Skills	Team Management, Mentoring, Innovative Solution Provider, Quick Learner
Languages	English, Hindi and Basic German

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