Lakshmi Reddy

TRAINING COORDINATOR

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PERSONAL STATEMENT

Training coordinator with 4 years of experience planning and running technical, safety and behavioural training for a 1,600-employee pharma manufacturing site. Handles training needs identification, annual calendars, LMS administration, GMP training records for audits, induction and the apprenticeship programme, with a focus on completion rates and audit readiness.

WORK EXPERIENCE

Training Coordinator · *Vizag Pharmachem Ltd, Visakhapatnam* May 2023 – Present

- Plan and run an annual calendar of 420+ sessions covering GMP, EHS, technical and soft-skills training for 1,600 employees and contract workers.
- Administer the LMS for e-learning and SOP read-and-understand records, raising on-time completion from 78% to 96% before regulatory audits.
- Maintain training files that cleared 3 customer and regulatory audits with no training-related observations.
- Coordinate 85 apprentices a year under NAPS, including portal registration, contracts and monthly stipend claims.

Training Executive · *Godavari Skills and Learning Services, Rajahmundry* Jan 2022 – Apr 2023

- Scheduled classroom batches for 2,000+ candidates a year in retail and logistics skilling programmes.
- Managed trainer allocation, attendance, assessments and certificates for 6 training centres.
- Collected feedback after each batch and compiled monthly reports that helped replace 2 low-rated modules.

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EDUCATION

MBA in Human Resource Management · *Andhra University affiliated college, Visakhapatnam* 2019 – 2021
Grade: 7.5 CGPA

B.Sc in Chemistry · *Government Degree College, Kakinada* 2016 – 2019
Grade: 76%

SKILLS

Training needs identification | Training calendar planning | LMS administration | GMP training documentation | Induction programmes | NAPS apprenticeship portal | Training effectiveness evaluation | MS Excel and PowerPoint

CORE SKILLS

- Planning and scheduling
- Vendor and trainer coordination
- Audit readiness
- Facilitation
- Stakeholder follow-up

CERTIFICATIONS

Diploma in Training and Development · *Indian Society for Training and Development (ISTD)* Feb 2024

LANGUAGES

English · Fluent | Telugu · Native | Hindi · Professional