Ambarish Tarte

# Corporate Trainer for Microsoft Office suite/Office 365 user apps

## A person wearing glasses Description automatically generated with medium confidence

## Contact Details

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## Professional Background

* **Started my career with the B.P.O industry in July 2004, moved up the hierarchy from a call handling executive to a supervisor and then a manager**
* **Good people management skills and effective training/coaching abilities enabled me gain experience in Operations, Quality as well as Training**
* **Eventually moved into Corporate Training in July 2011 due to prior experience of conducting behavioral training & Process training within the organization**
* **Took up Microsoft Office as the mainstream training module as it is the most commonly & extensively used tool by corporate users.**

## Profile Synopsis

* **Expertise of the subject and passion for Training**
* **Experience of working with several corporate organizations as an employee and then having imparted training sessions for top level organizations**
* **Excellent communications skills suitable to conduct training for participants at various levels**
* **Proficiency in English, Hindi, Marathi & Punjabi. Can understand Gujrati**
* **Privileged to conduct training for participants of various nationalities like Denmark, UK, India, Oman, Pakistan, Sri Lanka, Philippines, Qatar and a few more.**
* **Interactive methodology of conducting a training program with complete hands-on practice for the participants**
* **Completed a 8 month training stint in Doha, state of Qatar for a major oil producing company and two (NAMA & Royal Opera House) Training assignments in Muscat, sultanate of Oman.**

## Qualifications & Certifications

* **Microsoft Certified Trainer (MCT) since December 2013**
* **Microsoft Office Specialist (MOS) for Excel, PowerPoint**
* **Six sigma Green belt workshop participated**
* **B. COMM (Accounts) from Techno Global University, Meghalaya**
* **B.B.A from Alagappa University, Tamil Nadu**

**Experience**

* **More than 18 years of Professional Corporate experience**
* **More than 12 years into Training & Coaching functionality at corporate level**

**Training Forte**

* **Microsoft Office (2007/2010/2013/2016/2019/2021/Office 365 End user apps)** 
  + Excel (Basic, Intermediate & Advanced)
  + Google Sheets
  + MS-Teams
  + PowerPoint
  + Outlook
  + Office 365 end user applications (Teams, OneNote, OneDrive, Forms)
  + IT Induction program for new joiners
  + MS Office suite

**Microsoft certification**

I’m glad to share with you that my Microsoft certification is now live on Microsoft’s official website. Pasting the link below for your perusal:-

<https://learn.microsoft.com/en-us/users/ambarishtarte-8263/transcript/d5glncxx8e235og>

**Clientele** – Listed below are some of the organizations for whom I have conducted M.S Office training programs. Only a few clients listed here:

* + **Maersk Oil Qatar** – Doha, State of Qatar

(Trained participants from various nationalities on MS Office and Office 365 end user apps over a period of 9 months)

* + **[Oman Electricity (Nama) -](https://www.nama.om/)** [Muscat, Sultanate of Oman](https://www.nama.om/)

(Trained participants from various departments on MS Office suite over a period of 5 days)

* + **Royal Opera House –** Muscat, Sultanate of Oman

(Trained participants from various departments on Advanced Excel over a period of 3 days)

* + **Dhofar Insurance –** Muscat, Oman

(Trained participants from various departments on Advanced PowerPoint over a period of 2 days)

* + **Omantel** – Muscat , Sultanate of Oman

(Trained participants from various departments from Basic to Intermediate to Advanced Excel)

* **NAPESCO**, Kuwait – multiple batches online Training
* **Himayala** Wellness – Online Training for Singapore, Indonesia, Bangaldesh
* **Serco,** UAE - multiple batches online Training
* **Rahi Systems** -online training for Philippines
  + **Aditya Birla**
    - Corporate Head office, Mumbai
    - Grasim industries, Bharuch
    - Essel Mining & Industries, Kolkata & Vapi
    - Indo Gulf Fertilizers, Jagdishpur (near Lucknow)
    - Ultra-Tech Cement, Mumbai
    - More (store), Mumbai & Chennai
    - Pantaloons, Mumbai
    - Aditya Birla Science and Technology (Taloja, Navi Mumbai)
  + **Mahindra & Mahindra**
    - Manufacturing plants at Kandivali, Zaheerabad, Chakan, Nagpur and Mohali
    - Mahindra Research Valley, Chennai
    - M & M, Area Sales offices at Lucknow, Patna, Chennai, Bengaluru, Guwahati, Kolkata, Ahmedabad, Hyderabad
  + **Ambuja Cements** 
    - Corporate Office, Mumbai,
    - Kochin
    - Delhi
  + **Torm Shipping,** Mumbai
  + **Voltas**
    - Hyderabad
    - Chennai
    - Kochin
  + **DB-Schenker** - Mumbai, Bengaluru, Hyderabad, Chennai
  + **Maersk GSC** - Pune & Chennai
  + **Wipro** –Pune
  + **Avery Dennison,** Mumbai, Pune & Bengaluru
  + **Capita UK,** Pune
  + **VolksWagen,** Chakan (near Pune)
  + **John Deere,** Wagholi (near Pune)
  + **Lakme (Hindustan Unilever),** Mumbai
  + **Ukay Industries,** Nashik
  + **Bajaj Oil,** Mumbai
  + **Raymond,** Thane
  + **Essel Pro Packing,** Mumbai
  + **Paladion Networks,** Bengaluru
  + **ShadowFax,** Mumbai
  + **Ranbaxy,** Mumbai
  + **Sciformix**, Pune
  + **Bharati Airtel,** Bengaluru
  + **Mahindra First Choice,** Mumbai
  + **DHFL,** Mumbai
  + **CRISIL,** Pune
  + **VM Salgaoncar & bros,** Surla & Vasco (Goa)
  + **Vguard,** Kochin
  + **UltraLub,** Navi Mumbai
  + **CareStream,** Mumbai
  + **Lilac Insights,** Navi Mumbai
* **Office 365 end user apps**
  + - Swaraj Mohali and Mahindra & Mahindra
    - Aditya Birla, Various locations
    - Aartha Group of companies, Mumbai
    - SGL Carbon, Pune
    - KKR India Financial Services, Mumbai
    - Maersk Oil Qatar, Doha

**Training for MBA students:**

* **ITM, Kharghar, Navi-Mumbai**
  + - First semester: Introduction to MS Office (Excel, Word & PowerPoint)
    - Second semester: Advanced Excel with Introduction to Macros (VBA)
    - Third Semester (I.T specialization): Macros (VBA) coding
* **IIM, Indore**
  + Advanced Excel refresher course for MBA (junior & senior) students who are about to join their internship
* **Lovely Professional University, Punjab**
  + - MS Office suite training for MBA students before internship

**Books:**

Technical Reviewer of 2 books published by Packt Publishing:

* Learn Microsoft Office 2019 (available on Packt and Amazon)
* Learn Microsoft Office 2021 (available on Packt and Amazon)