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)