Saiesh G Tripathi

**Corporate Trainer for M.S Office & M365 End User Apps**

Saiesh Tripathi

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Office Specialist

**Profile synopsis**

* Flair for technology
* Expertise on the M.S Office domain
* Ability to understand the requirements of the participants of any organization
* Passion for Technical training
* Expertise of working with several organizations and successfully conducted various training sessions

**Background**

* Bachelor of Science (Information Technology) from R.D. National College, Mumbai in the year 2005.
* Experience of being employed with organizations like e-Serve (currently known as T.C.S), WNS & Sutherland.
* Trained newly hired employees technical trainings in Sutherland.
* Corporate training on MS Office conducted for participants from various backgrounds, across designations, different job profiles and several Organizations/MNCs.
* Privileged to conduct training programs for companies from numerous sectors like Automobile, Apparel, Retail, construction, Manufacturing and several other sectors of industry.

**Certifications**

* Microsoft Office Specialist – Excel 2019 – Expert
* Microsoft Office Specialist – Excel 2019 – Associate
* Microsoft Office Specialist – Excel 2016
* Microsoft Office Specialist – Excel 2013
* Microsoft Office Specialist – Excel 2010

 **Corporate trainings conducted on:**



* MS Excel 2007, 2010, 2013, 2016 & 2019
* MS Word 2007, 2010, 2013, 2016 & 2019 (combined training for Excel, PowerPoint Word, Outlook & OneNote)
* Google search tips & tricks
* MS PowerPoint 2007, 2010, 2013, 2016 & 2019 (exclusive session on PowerPoint)
* MS Outlook 2007, 2010, 2013, 2016 & 2019 (combined session along with email etiquettes)
* Windows operating system (XP, Vista, Win7, Win 8, Win 8.1 & Win 10)
* MS OneNote 2013, 2016, 2019 & M365
* Office 365 combined with new features in M.S Office 2019
* Office 365 with OneDrive, Skype for Business (earlier), Teams, OneDrive & Forms

**Experience**

* More than 15 years of work experience
* More than 10 years into M.S Office training at corporate level

**Corporate trainings conducted for:**

Listed below are some of the organizations for whom I have conducted M.S Office training programs:

**International Corporate Trainings**:

* BAPCO - Awali, Bahrain for a month.
* OAMC - Muscat, in Oman for a week
* L&T – Lamjung, Nepal for 2 weeks

**Indian Corporate Trainings:**

* Aditya Birla
	+ Corporate Head Office, Mumbai
	+ Essel Mining & Industries, Kolkata
* Mahindra & Mahindra
	+ Manufacturing plants at Kandivali,Chakan, Haridwar & Rudrapur
	+ Area Sales offices of M & M at Patna, Bhopal, Kolkata & Bhubaneshwar
	+ Nashik division of M & M, Igatpuri plant.
	+ R&D division of Chengalpattu, Chennai
	+ IT Division – Worli, Mumbai
	+ Mahindra Finance business unit, Mumbai
	+ Mahindra two wheelers limited, Indore
* Reliance Retail Ltd
* Ugam Solutions, Mumbai
* Raymond, Thane
* Times of India, Mumbai
* Voltas, Rudrapur
* Emami, Delhi
* Aditya Birla, Mumbai & Nagda
* Indian Oil Corporation limited, Mumbai
* India Infoline, Mumbai
* Anchor by Panasonic, Thane
* National Stock Exchange, Mumbai
* BASF, Powai (Mumbai) & Navi-Mumbai
* Aon Hewitt, Navi-Mumbai
* KPMG, Mumbai
* Imarticus, Mumbai (Finance Executives)
* L&T, online training for UK/USA based employees and classroom training for Navi-Mumbai office
* Tech Mahindra Business Services, Mumbai & Pune
* Ranbaxy, Mumbai

**Training for PGDM students:**

* MILE College, Pune
* ITM, Kharghar, Navi-Mumbai
* Lovely Professional University, Punjab
* Modern College, Pune
* Wadia College, Pune