

## TESTIMONIALS

Multiple clients have stated that Jatin is the best MS Office Corporate Trainer in entire Asia Pacific Region. He travels many places & is fluent in English and Hindi.

### Some of the Recognitions

*"It's a pleasure writing to you. Impressed by my skills and comfort with MS Excel, for quite some time I have been known as 'Cheetah of Excel' among my friends and peers.*

*Though I was well aware that all what I know is just tip of the iceberg but I was sure that my Working Knowledge was enough for my work and I was happy. But then I got a chance to attend MS Excel workshop conducted by you and believe me, I was totally thrilled. The way you explained the concepts in just 2 half-a-day sessions was really superb. Key takeaways from the session for me are, Range look-up, multiple 'If' conditions, Duplicates and Data-bar in Conditional Formatting, Paste Link, Auto-fill options, Subtotals, Freezing Cell Range with F4, Advanced Filters and Pivot Table. (Pivot Table is something which has got me sweating for long, but not any more now). Thanks a lot for providing fabulous learning experience. Eagerly awaiting Learning support material as promised during the workshop and keenly looking forward to Level-2."*

- Aviva Life Insurance, Jaipur

*"The session was very well conducted by Mr. Jatin Sukhija and it was attended by large number of audience even though it was after office hours. Further clarifications were done next day and everyone appreciated this module. Thanks to Mr. Jatin for helping us in this event."*

- Tata Steel, Jamshedpur

*"We are happy to note that Jatin could bring out the value of the MS Office Suite for your audience. Many thanks to him for his excellent presentation and demo-well done!"*

-Microsoft, Bangalore

*"Thanks for all your support and special attention to this project. The training for the 2 zones (North & South) has been started well and trainers are getting into shape. I am impressed with the training skills of Mr. Jatin and hope that he maintains the spirit till the end."*

- World Health Organization

*"Thank you very much for arranging excellent training on Microsoft office 2007 on new features for deployment across the organization. The detailed training on excel was also very good. Mr. Jatin has done excellent job and it is well appreciated."*

- Power Finance Corporation



❖ NAME— Jatin Sukhija

❖ EXPERIENCE— 14+ Years

❖ QUALIFICATION— B.Com (Delhi University), DOEACC "O" & "A" Level Certifications from Department of Electronics, Govt of India

## PROFESSIONAL SNAPSHOT

- Executed **1500+** Corporate Training Programs
- **Strength of Participants** – 1 to 150
- **Modules** – Word, Excel, Macros, Access, PowerPoint, Publisher, Outlook, Product & Application Corporate Trainings.



*"Also specialized in Analysis, Automation, Digitalization of MS Office Reports & various Employees Engagement Activities"*

- **Key Participants**- Executives, Senior Executives, Managers, Senior Managers, AVPs/VPs, CEOs
- **Training Approach**- 100% Practical with live examples

Instead of showing step by step features to participants, Jatin refers to various Case Studies, Scenarios & Live examples. This approach helps the participants to get the real implementation of the features.

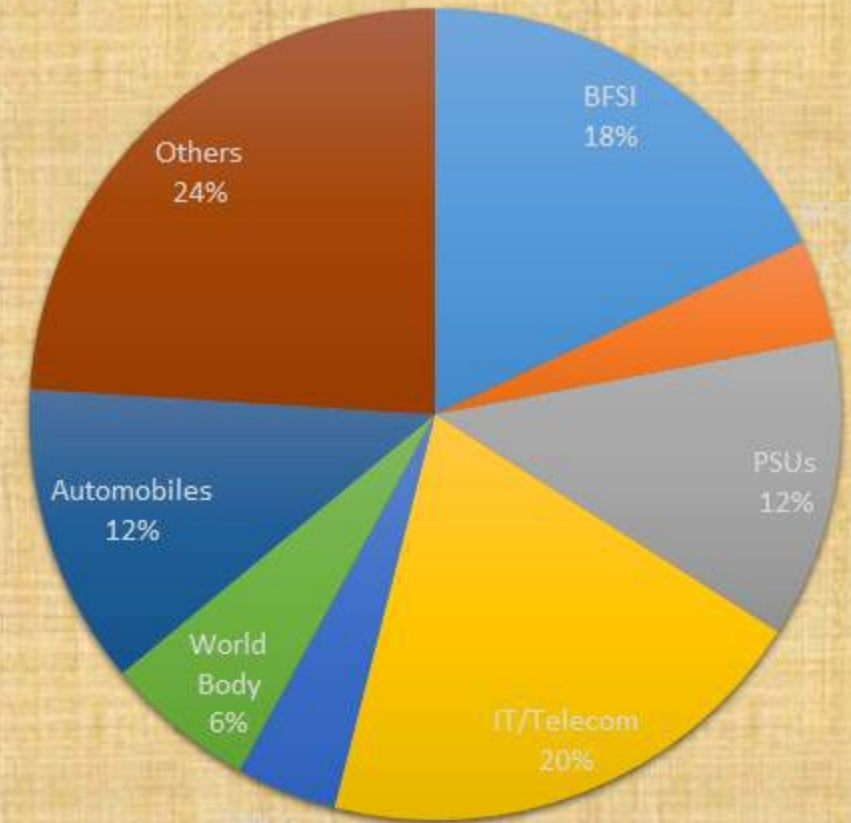
**"KNOWN FOR MAKING THINGS SIMPLE & EASY TO USE"**



# INDUSTRY EXPERIENCE

<i>Training Modules</i>	<i>Clients</i>
<b>MS Excel Level 1 (Basic &amp; Intermediate)</b>	Aviva Life, AMEX, Genpact, Genpact Headstrong, Quattro BPO, Max Life, ACC Cements, Honda Cars, Sunlife Financials, Power Grid, UNESCO, Accenture, SIEMENS, UNDP, Benetton India, Asahi Glass, YES Bank, Airtel, Hanon Climate, BPCL, Amway, NTF, Hewitt, Humboldt Wedag, LG, Tata, Olympus, Minda, HPCL, Hewitt, Ester Industries, JK Tyres, BOEING, Steria, Turner International, Orange, SIDBI, Samsung, Times Business, Room to Read, Yokohama, Parle, Canara HSBC, Religare, Maruti Suzuki, Energy Efficiency, Power Finance Corporation, Power Grid, Planning Commission, Zimmer Biomet, NIDEC India, Janna Auto Industries, and many more
<b>MS Excel Level 2 (Advanced)</b>	Aviva Life, AMEX, Genpact, Genpact Headstrong, Quattro BPO, Max Life, ACC Cements, Honda Cars, Sunlife Financials, Power Grid, UNESCO, Accenture, SIEMENS, UNDP, Benetton India, Asahi Glass, YES Bank, Airtel, Hewitt, Hanon Climate, BPCL, Amway, NTF, Humboldt Wedag, LG, Tata, Olympus, Minda, HPCL, Hewitt, Ester Industries, JK Tyres, BOEING, Steria, Turner International, Orange, SIDBI, Samsung, Times Business, Room to Read, Yokohama, Parle, Canara HSBC, Religare, Maruti Suzuki, Energy Efficient, Power Finance Corporation, Power Grid, Planning Commission, NIDEC India,
<b>MS Excel Level 3 (Macros) (Training &amp; Automation)</b>	Honda, Aviva Life, Steria, Orange Business, COLT Technnologies, Times Business Group, Accenture, Sunlife Financials & NTF India
<b>MS PowerPoint</b>	Aviva Life, AMEX, Quattro BPO, Max Life, Honda Cars, Sunlife Financials, Power Grid, Accenture, UNESCO, SIEMENS, UNDP, Benetton India, Asah Glass, Hanon Climate, BPCL, Amway, NTF India, Humboldt Wedag, Olympus Medical, HPCL, Hewitt, Ester Industries, JK Tyres, BOEING, STERIA, Room to Read, Yokohama, Parle, Power Finance Corporation, Power Grid & Planning Commission
<b>MS Outlook</b>	Humboldt Wedag, Olympus Medical Systems, Honda, Power Grid, UNESCO, & Genpact
<b>MS Access</b>	Aviva Life, Max Life, Airtel & Hewitt
<b>MS Word</b>	Honda Cars, Power Grid, Humboldt Wedag, Olympus Medical, Ester Industries & BOEING
<b>Application/Product Training</b>	WHO & Tata Sky
<b>Deployment of New Versions of MS Office</b>	Power Finance Corporation, Power Grid & Planning Commission

## Industries Covered





# TRAINING GALLERY



MS Office Excel 1 & 2 Training at Room to Read, Goa



MS Excel Training at Samsung



MS Office Excel Training at Accenture, Gurgaon



MS Excel & Powerpoint training at Honda Cars



MS Excel, Macros & Access Training at Steria Pune



MS Excel Level 1 & 2 Training at Magicbricks



MS Office Training at Olympus Medical Systems



Open House Training on Excel & Macros, Gurgaon



MS Office Training at Asahi Glass India



MS Excel Training at Hero Motorcorp



MS Office Training at Siemens



Excel Level 1 & PowerPoint Training at CII, Chandigarh