



## Naveen Mishra - Trainer Consultant



*Accomplished IT professional with 20 Years significant experience in IT & Training*

### PROFILE SUMMARY

Mr. Naveen Mishra is a qualified & experienced with the latest trends and techniques of the field, having an inborn quantitative aptitude, determined to carve a successful and satisfying career in the IT industry.

He is technically sophisticated & astute IT Professional, with an experience of 16 years & having good exposure of ERP in apparel manufacturing industry.

He has very rich experience of handling Spreadsheets and PPTs in various domains, having close Matrix teams to geo-separated teams with varying sizes and complexities. He has been a mentor and trainer and has trained over 25,000 professionals and employees in high powered training.

Mr. Mishra has in-depth & practical knowledge of Microsoft Office & MS Project applications. He has led various trainings in small & mid-sized organizations to large organizations. He is excellent in client interaction and Requirements Generation, Analysis and Management.

He consummate professional with excellent planning, execution, monitoring and resource balancing skills, attention to detail as well as the ability to build and lead effective teams. His dedication to training is well liked and appreciated by the participants. Vast knowledge in Macros programming and applications software and enjoys imparting knowledge and skills.

Author of *Microsoft Excel Book: [Comprehensive & Easy Guide to Learn Advanced MS Excel](#)*, a practical resource designed to simplify complex Excel concepts. This book blends step-by-step instructions, real-world examples, and advanced techniques to help professionals and students master Excel for data analysis, reporting, and decision-making.

Worked 5 months on client side as a Technical Consultant Miami (USA)

### Highlights

- Conducted more than 4000 corporate training sessions pan India and abroad like (Bangladesh, Bhutan, Sri Lanka, Muscat Oman, Dubai)
- 25000 + Participants trained in Workshop/training sessions.
- 99% Positive Feedback & 100% Hands-on Practical Session
- Multi Industry Training Experience.
- 16 Years of Experience in Corporate Technical Training
- Training Provided to all age group (18-60+ Years)
- Trained field executive to Top Level Management (CEO/CFO/Director/Plant Head)
- Strong knowledge of soft skills affecting the overall functioning of various industries
- Excellent evaluative assessment and training skills
- Good verbal and written communication skills
- Good interpersonal abilities
- Good understanding of industrial and organization psychology principles

## PROFESSIONAL EXPERIENCE

### Imparting Training Program through the country on following Tools & Technology as a consultant trainer.

- Office Automation Tools (Advance MS Excel, VBA Macros Programming, Advance PowerPoint, Advance MS Access 2003/2007/2010, MS Access VBA Macros Programming, Open Office)
- MS Project 2007/2010/2013/2016/2021
- Database (SQL Server 2005/2008)
- Business Intelligence (BI) and Data Visualization Tool - POWER BI
- SSRS/SSAS

**Trained more than 20,000 personnel and all of them mentioned only one word in our appreciation that is "Excellent".**

#### List of Some of prestigious Government /Corporate Clients handle

- ✓ **Association of Indian Universities (AIU) New Delhi**  
Course on MS Office 2007 , Outlook 2007  
Duration :80 Hrs, No of Participants : 55
- ✓ **Ministry of Shipping ,Road Transport & Highway (Parliament Street, New Delhi)**  
Course on E-Governance, Visual Basic 6, SQL Server 2005 as Backend  
Duration :40 Hrs, No of Participants :75
- ✓ **Shri Lal Bahadur Shastri Rastriya Sanskrit Vidyapeeth**  
Course on MS-Office 2003 , Internet & Multimedia  
Duration :40 Hrs, No of Participants :150
- ✓ **Govt. Polytechnic College –Sunder Nagar , Himachal Pradesh**  
Course on Course on MS Office  
Duration :40 Hrs, No of students :50
- ✓ **BHEL (Human Resource Development Institute )- Noida**  
Course on MS-Project 2007 & MS Office  
Duration :40 Hrs, No of Participants :30
- ✓ **CPWD Training Institute –Hapur road , Ghaziabad**  
Course on **Project Management (Ms-Project 2007)**  
Duration :40 Hrs, No of Participants :30
- ✓ **Border Road Organization (BRO)**  
Course on ORACLE 10g Visual Basic ,.Net ,Linux  
Duration :2 Months Hrs, No of Participants :100
- ✓ **Airforce Naval Housing Board (AFNHB)**  
Course on MS-Office 2003  
Duration :40 Hrs, No of Participants :40
- ✓ **MTNL**  
Course on SQL Server 2005  
Duration :40 Hrs, No of Participants :10



- ✓ **GAIL India Limited** , Noida  
Course on Advanced MS Excel & PowerPoint  
Duration :3 Days, No of Participants :30



- ✓ **Department of Post**  
Course on SQL Server 2005  
Duration :40 Hrs, No of Participants :30



- ✓ **National Water Development Agency (N.W.D.A)**  
Course on MS-Office  
Duration :40 Hrs, No of Participants :50



- ✓ **The Institute of Chartered Accountants of India (Shahdra, ND)**  
Course on MS-Office  
Duration :40 Hrs, No of Participants :60



- ✓ **Hindustan Uniliver Limited (Gurgaon)**  
Course on Advanced MS Excel - Multiple Batch  
Course on PowerBI – 2 Batch - Gurgaon  
Duration :2 Days, No of Participants :80



- ✓ **Bharti InfraTel Limited**  
Course on Advanced MS Excel)  
Duration :2 days, Location : Pan India



- ✓ **Institute of Management Technology, Ghaziabad**  
Course on Advance MS Excel for faculty Member  
Duration :1 day, No of Participants: 7



- ✓ **Institute of Management Studies, Ghaziabad**  
Course on Advance MS Excel for MBA Students  
Duration: 6 days, No of Participants: 50



- ✓ **ITS, Ghaziabad,**  
Course on MS Excel for Management Students  
Duration :1 day, No of Participants :25



- ✓ **Bharti Enterprises**  
Course on MS Project Professional 2007(MSP)  
Duration :16 Hrs, No of Participants :10



- ✓ **PNC Infratech Limited**  
Course on MS Project Professional 2007(MSP)  
Duration :16 Hrs, No of Participants :20 (Top Level Management)



- ✓ **Patni Computer Systems**  
  
Course on Advance MS Excel 2007  
  
Duration: 2Day, No of Participants:50



- ✓ **Fullerton India Credit Co Ltd**  
Course on Advance MS Excel 2007,2010  
Duration: 2 Days, No of Participants:50(Multiple Batch)



- ✓ **Tullow Bangladesh Ltd., (Dhaka)**  
Course on MS Office  
Duration: 4 Days, No of Participants: 30



- ✓ **Conecranes India Pvt Ltd.**  
Course on Open Office  
Duration :16 Hrs, No of Participants :80 (5 Batches)



- ✓ **Accertieve Health India Pvt Ltd.**  
Course on Open Office (Multiple Batches)  
Duration :8 Hrs, No of Participants :20



- ✓ **IFFCO**  
Course on Advance MS –Excel 2007  
Duration :3 Days ,(Multiple Batches)



- ✓ **IndiaMart**  
Course on Advance MS –Access 2007  
Duration :8 Hrs, No of Participants :10



- ✓ **Akzo Noble (Bangalore & Gurgaon)**  
Course on Advance MS –Excel 2007  
Duration :8 Hrs, No of Participants :15



- ✓ **NDS Group Limited (Bangalore)**  
Course on Advance MS –Excel 2007  
Duration :1 Day Hrs, No of Participants :16



- ✓ **Fortis Escort Heart Institute**  
Course on Advance MS Excel 2003  
Duration : 1Day, No of Participants : 20



- ✓ **Nokia India Private Limited**  
Course on Advance MS Excel 2007  
(Multiple Batches)  
Duration : 2 Day, No of Participants : 20



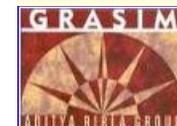
- ✓ **Videocon Industries Ltd**  
Course on Advance MS Excel 2007  
Duration : 1Day, No of Participants : 20



- ✓ **Hotel Leela**  
Course on Advance MS Excel 2007  
Duration : 1 Day, No of Participants : 20



- ✓ **Grasim Bhiwani Textile Limited**  
Course on Advance MS Excel 2007  
Duration : 1Day, No of Participants : 25



- ✓ **Aviva Life Insurance Company India Ltd.**  
Course on Advance MS Excel 2007  
Duration : 1Day, No of Participants : 16



- ✓ **Motherson Automotive Technologies & Engineering**  
Course on MS Project 2010  
Duration : 1Day, No of Participants : 20



- ✓ **Polyplex Corporation Limited**  
Course on MS Excel 2007  
Duration: 1 Day, No of Participants: 14



- ✓ **Network 18 India Limited**  
Course on Advance MS Excel 2010  
Duration : 2 Days, No of Participants : 30



- ✓ **ASSA ABLOY India Pvt Ltd.**  
Course on MS Excel, VBA Macros, PowerBI  
Duration: 4 Days, No of Participants: 100



- ✓ **Idea Cellular Ltd (Chandigarh)**  
Course on MS Access 2007  
Duration : 2 Days, No of Participants : 20



- ✓ **Vodafone (Delhi)**  
Course on MS Access 2007/MS Access 2007 – 5 Batches  
Duration : 1 Day, No of Participants : 15



- ✓ **Samsung (Noida)**  
Course on Adv MS Excel 2007- 4 Batches  
MS Excel VBA - 3 Batches  
Duration : 2 Days, No of Participants : 20



- ✓ **IFCI Ltd.**  
Course on MS Excel VBA & PPT  
Duration: 2 Days, No of Participants: 20



- ✓ **Orange Business Services**  
Course on VBA & PowerBI  
Duration : 2 Days, No of Participants : 15



- ✓ **Hero MotoCorp Ltd (Gurgaon, Kolkata, Haridwar)**  
Course on Advance MS Excel & PowerPoint ( Multiple Batch)  
Duration : 2 Days, No of Participants : 300



- ✓ **Fiserv India Pvt. Ltd. (Pan India)**  
Course on Advance MS Excel 2013- Multiple Batches  
Course on Macros –Multiple Batch  
Course on PowerBI - Multiple Batch  
Duration : 2 Days, No of Participants : 200



- ✓ **Holostik India Ltd (Rudrapur, Noida)**  
Course on MS Excel & PPT - 3 Batches  
Duration : 5 Days, No of Participants : 15



- ✓ **Cinda India Pvt Ltd (Noida)**  
Course on Open Office - 2 Batches  
Duration : 40 Hours, No of Participants : 40



- ✓ **KazStroy Services (Gurgaon)**  
Course on MS Excel 2007- 2 Batches  
Duration : 1 Day, No of Participants : 15



- ✓ **PunjLloyed Limited (Gurgaon)**  
Course on MS Excel 2007- 2 Batches  
Course on MS PowerPoint 2007- 1 Batches  
Duration : 1 Day, No of Participants : 22

- ✓ **Birla Soft (Noida)**  
Course on MS Excel 2007- (Multiple batch)  
Duration : 2 Days, No of Participants : 30
- ✓ **Heg Limited (Bhopal)**  
Course on MS Office 2010  
Multiple Batches  
Duration : 5 Days, No of Participants : 20
- ✓ **Bharti Airtel Limited (North India)**  
Course on Excel VBA ( 10 Batches)  
Advance MS Access (5 Batches )  
Duration : 2 Days, No of Participants : 30
- ✓ **Reliance Capital Limited (Chandigarh)**  
Course on Open Office ( Multiple Batches)  
Duration : 2 Days, No of Participants : 25
- ✓ **Tata Steel Limited**  
Course on Excel VBA and Dashboard  
Duration : 3 Days, No of Participants : 30
- ✓ **Bharat Oman Refineries Limited**  
Course on MS Project 2010  
Duration: 2 Days, No of Participants: 30
- ✓ **Adidas India (Gurgaon)**  
Course on MS Project 2010  
Duration: 2 Days, No of Participants: 20
- ✓ **Emerson Process Management (Noida)**  
Course on MS Project 2010,MS Access, Adv. MS Excel  
Duration: 2 Days, No of Participants:100
- ✓ **Air Liquide (New Delhi)**  
Course on MS Project 2010& VBA Programming  
Duration: 2 Days, No of Participants: 18
- ✓ **Suzuki Motorcycle India Pvt Ltd. (Gurgaon)**  
Course on Adv. MS Excel - 10 Batches  
Trained 250 participants
- ✓ **Deutsche Bank Group(Jaipur)**  
Course on Adv. MS Excel - 10 Batches  
  
MS Access-2 Batch , MS PowerPoint- 1 Batch
- ✓ **KPMG International (Gurgaon Cyber City)**  
Course on VBA & Power BI - 2 Batches  
Duration: 2 Days, No of Participants: 20
- ✓ **Bajaj Auto Limited (Rudrapur)**



Course on Adv MS Excel - 2 Batches  
Duration: 2 Days, No of Participants: 40

- ✓ **Bajaj Corp Limited (Pan India)**  
Course on Adv MS Excel - 3 Batches  
Duration: 2 Days, No of Participants: 50



- ✓ **Reliance Power Limited**  
Course on Adv. MS Excel and PowerBI  
Duration: 2 Days, No of Participants: 50



- ✓ **Thomas Cook**  
Course on Adv. MS PowerPoint  
Duration: 1 Day, No of Participants: 10



- ✓ **Conducted 5 Days training Program**  
on MS Word 2010 Behalf of Microsoft  
at Govt. Polytechnic College Project OORJA



- ✓ **SRF Limited**  
Course : Advanced MS Office 2016 and PowerBI  
Duration : 2 Days - Multiple Batches



- ✓ **Bank of America (Gurgaon)**  
Course MS Powerpoint 2013  
Duration : 1 day



- ✓ **KONE Elevator India Private Limited**  
Course Google Sheet & Power BI  
Duration : 1 day for Sr. Manager



- ✓ **Sheel Foam Limited**  
Course Google Sheet & Power BI  
Duration : 1 day for Sr. Manager



- ✓ **Global Hub Business Services Pvt.Ltd.**  
Course Google Sheet, Form and Google Script  
Duration : 2 days for Sr. Manager and Executive



- ✓ **DCM Shriram Limited – Kota**  
Course: Google Sheet and Google Script  
Duration : 2 days for Sr. Manager



- ✓ **AVAADA ENERGY PRIVATE LIMITED**  
Course: Copilot and ChatGPT using MS Office  
Duration : 2 days for Sr. Manager & AVP



- ✓ **INDIAN OIL Corporation LIMITED**  
Course: Copilot and ChatGPT using MS Office & Other AI Tools  
Duration : 2 days for Sr. Executive & Manager (Multiple batch)



- ✓ **SubMastery Edtech Private Limited**  
Course: ChatGPT using MS Office & Other AI Tools  
(Multiple batch)  
Duration : 1 day for Sr. Executive & Manager



- ✓ **Star Resources (New Delhi)**

- ❖ Worked with Info Edge Solutions Pvt. Ltd as a Sr. Technical Consultant from May'2008 to June 2009.
- ❖ Worked with NIPSTec Limited as Sr. Corporate Trainer from 1<sup>st</sup> March 2005 to 12<sup>th</sup> May 2008
- ❖ Worked with C-DAC as a Sr. Faculty from 19 December 2003 to Feb 2005.
- ❖ Worked with Oasis IT Education Pvt. Ltd. as a Faculty from 17 July 2000 to 18 Dec 2003.

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## **EDUCATIONAL & PROFESSIONAL CREDENTIALS**

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- ❖ Master of Computer Application (MCA) -2003 (IGNOU)
- ❖ Advanced Diploma of Computer Application (ADCA) -2002 (IGNOU)
- ❖ Bachelor of Computer Application (BCA) -2001 (IGNOU)
- ❖ O Level From DOEACC, New Delhi - 2000
- ❖ DCPA (Diploma in Computer & Programming Application) -TATA InfoTech -1999
- ❖ Microsoft Office Specialist 2016 - Microsoft