

## **NPC Consultant Professional Profile**

### **I. Personal Information**

**Name:**Vikas Meena

**Date of Birth:** 18/08/1985

**Current Position& Domain:**Deputy Director

**Office Location:**RD-Gandhinagar

**Languages:**English & Hindi

**Contact:**[vikas.meena@npcindia.gov.in](mailto:vikas.meena@npcindia.gov.in), +91-8866943946



### **II. Professional Summary**

With 16+ years of experience as a Productivity & HR Consultant and Trainer, I specialize in driving organizational growth through HR strategies and training initiatives. At NPC, I established and led successful training activities at RD-Gandhinagar, significantly improving workforce performance of various government and PSU employees. My expertise includes designing tailored programs, optimizing HR processes, and aligning talent development with business goals. I consistently contribute to NPC's success by enhancing productivity and fostering a high-performance culture.

### **Areas of Expertise**

**Primary Domains:**Training Consultant, Productivity Consultant, Auditor

**Specialized Skills:**Organising& conducting Trainings for various government employees, HR & IE projects consultant.

**Industry Focus:**Training activities for Various Government employees

### **III. Professional Experience**

**Current Position:**Deputy Director,**Organisation:**National Productivity Council, Gandhinagar

**Duration:**March 2023- Present

#### **Key Responsibilities:**

- Strategic role in productivity enhancement- Training organiser & auditor
- Specific areas of consultation /expertise – Residential, non-residential and online training activities
- Leadership and team management aspects – Leading all training activities at RD-Gandhinagar
- Key projects and initiatives led – Training activities, Government Audits

**Previous Position:**Assistant director,**Organisation:**National Productivity Council, Gandhinagar

**Duration:**October 2015 –March 2023

#### **Key Responsibilities:**

- Role – Productivity & Training Consultant
- Specific areas of work/expertise -Training organiser, IE consultant& auditor
- Leadership and team management aspects - Leading all training activities at RD-Gandhinagar
- Key projects and initiatives led - Training activities, Government Audits & IE Consultancy Projects

#### IV. Major Project Experience in NPC [For each significant project, include:]

**Project Title:**Planned &successfully organised training program for various government employees.

**Client Name:** Various government Department **Type:**All Pvt/PSU/Government**Sector:**Residential and non-residential & online Trainings.

**Role:**Training & Industrial engineering Consultant

**Duration:**2017 to Present

**Problem Definition:**The objective of this work is to design and implement effective residential training programs for government employees, aimed at enhancing their skills, knowledge, and overall performance. These training activities are intended to foster professional development, improve efficiency in government operations, and ensure alignment with current policy and regulatory requirements. The goal is to create a structured, engaging, and impactful learning environment that drives long-term improvements in workforce productivity and governance outcomes.

**Recommendations Made:**It is recommended to design a tailored curriculum focusing on leadership, governance, technical skills, etc. using interactive methods like case studies and group discussions.

**Impact Created:**

- Quantifiable results achieved- Trained more thanhundreds of government employees till now.
- Process improvements achieved- Standardized the training activity modules and established me as a training resource key person be establishing networks with training cells of various government departments & PSUs.
- Cost savings or efficiency gains- Earned over all more than 3 crores for the organisation till now with various training and consultancy projects.
- Capacity building outcomes- Leadership Development Program, Technical Skills Enhancement, Employee Engagement & Productivity, Various Training conducted covering many aspects for government employees.

#### V. Educational Background

**Highest Degree:**

- **Degree:**B.E.
- **Institution:**Government Engineering College, Kota **Type:** Full Time
- **Year:**2007
- **Specialization:**Electronics & Communication Engineering

[Include all professional education starting from Graduation Level]

**Additional Professional Qualifications:**

Degree	Specialization	Name of Institute
PGD (2009-2010)	Industrial Engineering(Consultancy Training)	National Productivity Council, (Under Ministry of Industries and Commerce), Chennai

- **List relevant certifications:**

Certified in Project Management (CIPM) I2P2M, Noida

Training program on “Management of Training”, organized by DoPT at Administrative Training.

- **Professional memberships:**

I am a lifetime member of Rajasthan State Productivity Council.

- **Specialized training:**

Training program on “Management of Training”, organized by DoPT at Administrative Training.

Certified in Project Management (CIPM) I2P2M, Noida, Year 2019

## Training:

1. APO Multicounty Observational 5 days Study Mission on Regulatory Review Enhancing Public-sector Productivity at Manila, Philippines.
2. Training Program on Application of Advanced Productivity Improvement Tools & Techniques for 5-S implementation from 26<sup>th</sup> - 27<sup>th</sup> Nov 2018 at AIP-Chennai
3. In-country training program for productivity & quality practitioners organized by ASIAN PRODUCTIVITY ORGANISATION (APO-TOKYO): DON implementation for India.
4. Training program on “Management of Training” organized by DoPT at Administrative Training Institute (ATI), Mysore.

### IT Tools & Proficiency Level:

- **Applications** : MS Office, Adobe products, MS-Paint, MS-Excel, MS-Word, MS Power point, Photoshop, Internet explorer.
- **Operating System** : Windows 11/10 /9X/2000/Xp/VISTA/WIN-7

## **VI. Research and Publications**

### Recent Publications:

- NA

### Speaking Engagements:

- In Various RD-Gandhinagar NPC training, consultancy & audit activities.

### Awards and Recognition

- NA

### Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that I shall be responsible for any willful misstatement described herein.



Date: 03/02/2025

[Signature of Employee]

Place: Gandhinagar

[Name]

### **Profile Update History**

Last Updated: 03/02/2025

Next Review Due: 03/02/2026

---

### **\*Photo Specifications**

- Professional headshot
- High resolution (minimum 300 DPI)
- Business formal attire
- Neutral background
- Recent (within last 12 months)