

Chandrashekhar Kulkarni,
Professional Trainer, Management & Legal Consultant,

Flat No. 304, Krishnasagar Society,
Survey No. 54/9, Kothrud, Near Mahatma Society,
PUNE – 411 038. (Maharashtra)
Mobile: 9765386474, 9309989495
Email: cakulkarni52@gmail.com



PROFILE

Skills :

- Training in the area of Information Technology, e-Governance, Finance, various Laws & Soft Skills.
- Expertise in drafting various types of correspondence, documents both English, Marathi languages. This includes writing of letters, (Official, DO Letters, Personal) news, analytical articles on various subjects.
- Maintaining Management Accounts, Financial Data Analysis and preparation of various reports.
- Writing analytical articles on various Laws, amendments concerning social and other fields.
- Translation of text (English to Marathi and Marathi to English) and also transcription of Video and audio files both in English and Marathi languages.

Profession & Experience:

- Trainer of Information Technology, e-Governance, various Laws, Tally, Finance, Soft Skills and NLP. Delivered various training sessions since 2001 at Government as well as Corporate Sectors
- Management Consultant in the areas of Human Resource, Labour Laws, Income Tax, and other related Laws.
- Experience of working with a leading newspaper in Pune at Corporate Level. Well versed in framing various documentations required for training and system development. Worked in the process of ISO Certification.
- Associated with leading corporate sectors during last 35 years and handled senior level management portfolios like Personnel, Human Resources, Training, Finance, Law etc.
- Having worked with newspaper and acquainted with writing of news, articles, registration of newspaper, conducting internal audit, organizing various types of events etc.

Training:**Information Technology & Law:**

- Office Productivity tools (MS Office – Word, Excel, Power Point, MS Access, One note etc.)
- Excel in three levels (Basic, Intermediate & Advanced)
- Learning Management System (Moodle) / e-Learning
- e-Governance
- IT Act 2000, Cyber Crimes, Cyber Laws.
- Labour Laws: Factory Act, PF Registration, Contract Labour Act, ESI Act.
- HR - Framing of various documents, policies, procedures etc.

Soft Skills

- Communication Skills
- Time Management
- Behavioral Analysis
- Effective Administration
- Personality Development
- Team Building
- Stress Management
- Leadership

Accounts & Finance:

- Tally (All versions)
- Financial analysis
- Writing of manual Accounts and preparation of various reports.

Special Achievement

Prepared Accounts Code for a Maharashtra Government organization and conducted on the job training of a week in Finance and Accounts in all the districts of Maharashtra.

Social Work:

Founder Trustee and Secretary of “Disha – 2025” a public charitable trust in Pune. The NGO is working in Education, Environment and Governance. Drafted constitution of the NGO and obtained registration of the trust from Charity Commissioner.

Education:

- B.Com., LL.B. (Pune University)
- Attended various Courses for acquiring and updating IT knowledge and skills.
- Master Trainer of NFNLP, USA.

Trivia :

- Age – 68 years (DOB: 24-08-1952). Possess sound physique and able to travel extensively as and when required.
- A voracious reader. Enjoys listening Indian Classical Music.

.....