

APU AGHEER

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PROFESSIONAL SUMMARY

Over 16 years experience in human resources management.

Best known for abilities in strategic business alignment, planning, training, organizational development and staff management.

EMPLOYMENT HISTORY

Iffco Group of Companies

A leading manufacturer and marketer of fast moving consumer goods in the Middle East and North Africa (MENA) employing over 6000 associates & having 24 manufacturing plants across Egypt, Tunisia, Malaysia, Pakistan, and India.

Talent Development Manager (New Delhi, INDIA)

2007 — present

- Organized a "Train the Trainer" workshop for 520-employee (representing 80% of management in the INDIA) on the vision and values by implementing training modules (such as those for role play, video clips and games) that encouraged knowledge transfer readily in order to create a strategic plan for distribution to managers across IFFCO operations globally resulting in an attendee satisfaction rating of 95%
- Delivered training to 12 junior managers from sales/marketing, human resources, information technology and supply chain by conceptualizing a 52-week management trainee schema, designing learning plans, preparing presentations for pre-placement discussions and recruiting management trainees and technical graduate trainees as to ensure the steady availability of properly trained employees for frontline supervisory positions and succession planning
- Recruited 164 employees for management in the 2008/2009 fiscal year while reducing recruitment costs by over 50% compared to 2007 expense levels by identifying critical vacancies that needed to be filled every quarter, determining the least expensive means of sourcing resumes (i.e. from job portals, campus alumni, employee referrals, newspaper advertisements), short-listing candidates, conducting interviews, negotiating candidate offers, checking employment references, processing visas and on-boarding new hires

The Baby Shop INDIA LLC

One of the largest retail chains in the Gulf Cooperation Council (GCC) for children's wear and baby care products.

Human Resource Manager (Ambala, INDIA)

2004 — 2007

- Recruited over 150 sales associates worldwide (including those from the Philippines, Sri Lanka, Egypt, Nepal and India) while conducting workshops on leadership, time management, delegation and team work for 39 managers by preparing organization structures for each location, benchmarking salary scales, creating succession plans for key positions within the company and holding meetings to recognize individual as well as team achievements in order to provide a road map for HR initiatives and demonstrate proactive strategic planning
- Created and distributed a complete policies and procedures manual (including sections pertaining to occupational health/safety, information technology, employment, sexual harassment, equal opportunity, disciplinary proceedings/appeals, remuneration, benefits, travel, expenses, staff accommodation, training and development) for use by store/regional managers in order to reduce the number of inquiries sent to HR and consequently increasing HR's productivity
- Inducted 10 managers with a comprehensive understanding of store operations to the business within 1 year through the development of a "Fast Track" management schema thereby ensuring consistent and high-quality managers by creating detailed product/departmental knowledge booklets on each of the major store departments of The Baby Shop, identifying high performing employees with great career potential, creating assessment tools for gauging managerial potential, short-listing employees that underwent the program over a period of six months before being confirmed as "Assistant Managers" in the business

- Initiated the implementation of an Oracle human resource management system (HRMS) in conjunction with IT and HR personnel by creating a comprehensive database of all employees, drawing process flow diagrams for each of the major skill sets in HR, and developing modules with the assistance of contractors from Zenstar resulting in improved efficiency, speed and accuracy of services rendered by HR for processes including recruitment and performance appraisals

Hindustan Unilever Ltd.

India's largest fast moving consumer goods company in the areas of home care, personal care, foods and beverages.

Training Manager (Mumbai, India)	2002 — 2004
Unit Human Resources Manager (Pune, India)	1999 — 2002
Officer (Mumbai, India)	1993 — 1999

- Rolled out 4 successive semi-annual training calendars using a user-friendly Flash web application, listing 20 courses for human resource development on the web site, developing content for 8 new workshops while upgrading the quality of other existing workshops, and following up with attendees to evaluate the effectiveness of the given training
- Enabled the evaluation of 280 employees across 14 assessment centres by developing tools to gauge managerial potential in order to surface the competencies of employees using a proprietary Unilever framework
- Conducted high-performing officer evaluation across 8 development centers supporting 200 employees in preparation for career development by identifying appropriate candidates, training observers in evaluating behaviour indicators and providing feedback, monitoring progress on action plans in order to increase the success rate of employees undergoing subsequent assessments and improve the moral of high-performing supervisors
- Designed a written aptitude test as part of the recruitment selection process as well as quarterly training plans for safety, hygiene and critical control point and in order to ensure that employees have the required skill base to perform routine operations resulting in the hiring of 75 machine operators for running sophisticated programmable logic controller (PLC)
- Hosted 4 workshops for employees and spouses on good hygiene practices and safety and sponsored 5 spouses for vocational training in handicrafts and foundational beauty/aesthetics
- Instituting semi-annual medical checkups on all food handlers in the factory in order to encourage proper safety procedure
- Sponsored the digging of 4 tube wells for providing drinking water in villages faced with the problem of acute water shortage by meeting village leaders, short-listing vendors and ensuring payments on completion with a view to improve good will among the community and initiate corporate social responsibility
- Institutionalised the systems of reimbursing the cost of purchase of school text book and uniforms for the 3 children topping the examinations to middle secondary school standards by creating eligibility criteria, short-listing applications and awarding the students to encourage a sense of achievement among the workforce indirectly as well as to foster good relations
- Liaised with the government authorities to repair the road and street lighting in the areas surrounding the factory by meeting officials of the Municipal Corporations, evaluating vendors with the assistance of the engineering manager and ensuring administrative support required in order to make the factory safe especially for employees who worked in the night shift operations

SKILLS PROFILE

- Office Tools: Microsoft Office (Word, Excel, PowerPoint)
- Other: Recruitment, Training, Development, Performance Management, Employee Relations, Diagnostic Surveying, Change Management, Fast Moving Consumer Goods (FMCG), Strategic Business Alignment, Planning, Organizational Development, Staff Management
- Languages: English, Hindi, Malayalam

EDUCATION & TRAINING

Master's Degree of Business Administration in Personnel Management

University of Mumbai (Mumbai, India)

Master's Degree of Arts in Political Science

University of Mumbai (Mumbai, India)

REFERENCES

IFFCO Group of Companies

Mr. Jeswant Nair, Group Director HR

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The Baby Shop LLC

Mr. T.S. Vedapuri, CEO

t: +966505238620 | e: thachampattu.vedapuri@cpksa.com

Hindustan Unilever Limited

Ajay Kumar, Director of Human Resources

t: +91.9999114544

New Delhi, India
January 31, 2010

Google
1 Infinity Way
Santa Clarita, CA, 91390
USA

Dear Tamara Lee,

I am contacting you regarding the position of Human Resource Consultant.

My strengths include many of the requirements listed in your posting particularly:

- Over 16 years experience in human resources management.
- Abilities in strategic business alignment, planning, training, organizational development and staff management.

At Iffco, I recruited 164 employees for management in the 2008/2009 fiscal year while reducing recruitment costs by over 50% compared to 2007 expense levels by identifying critical vacancies that needed to be filled every quarter, determining the least expensive means of sourcing resumes (i.e. from job portals, campus alumni, employee referrals, newspaper advertisements), short-listing candidates, conducting interviews, negotiating candidate offers, checking employment references, processing visas and on-boarding new hires.

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I possess the experience and skills necessary to fulfill the need for an exceptional **consultant**. I am certain that I will make great contributions to your organization that will equally imbue me with a fulfilling career.

I will contact you within a few days to follow up to schedule a meeting at your earliest convenience.

Thank you for your time and consideration,

Apu Agheer
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