



APU AGHEER

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EXECUTIVE PROFILE

Seasoned HR professional with 16 years experience in FMCG, Retail seeking an opportunity to exercise inherent skills at unleashing the potential in others.

Professional Skills

- * Recruitment.
- * Performance Management.
- * Development & Assessment Centres.
- * Diagnostic Surveys.
- * Training & Development.
- * Employee Relations.
- * Compensation.
- * Change Management.

Recognised as a good trainer and possessing the ability to facilitate an environment of openness, trust and caring while retaining focus on meeting top line and bottom line targets.

PROFESSIONAL EXPERIENCE:

IFFCO GROUP Of COMPANIES -

October 2007 till date

IFFCO is the leading manufacturer & marketer of a wide range of fast moving consumer goods in MENA with strong brands like Tiffany's – Biscuits & Chocolates, London Diary – ice creams, Noor – Edible Oil, Al Khaleej & Al Baker in frozen foods. IFFCO is present in the F & B, Personal Care & Cleaning, Packaging & Industrial Products and Logistics business segments employing over 6000 associates & having 24 manufacturing plants across countries like Egypt, Tunisia, Malaysia, Pakistan, India apart from INDIA.

- * Talent Development Manager

Key Responsibilities:

- Monitoring and publishing of monthly manpower numbers ensuring adherence to manpower budgets prepared at the beginning of the year.
- Drive the management trainee scheme by recruiting the required number of trainees from selected Management/ Engineering Institutes, formulating learning objectives for the 52 weeks training scheme and ensure timely implementation of the modules.
- Rolled out " Vision & Values" workshop to more than 450 employees in the management cadre.
- Identify key strategies to improve resourcing within the organisation and manage the process to ensure the timely hiring of the most qualified candidates as per position profiles covering managerial and professional levels across GCC.
- Provide support to the Unit HR Managers in implementing appropriate training interventions in line with TNA.
- Provide support to the regional offices in terms of resourcing and talent management to ensure consistency with the company's policy and to maintain open channels with the regional offices.

The Baby Shop INDIA LLC -

December 2004 To September 2007

The Baby Shop INDIA LLC is a part of one of the largest retail chains in the GCC. The Company deals in child wear and baby care products having 16 retail outlets and employs above 590 employees spread over the INDIA. Babyshop is part of the Landmark Gulf Group and has a turnover of over one billion by itself.

* Human Resource Manager

Key Responsibilities:

- Responsible for the entire gamut of functions in Human Resources for the Babyshop Concept of Landmark Gulf Group for INDIA territory as well as advise and provide support to the HR Function in GCC.
- Responsible for the sourcing of manpower needs for the business by validating manpower plans, preparing job descriptions, identifying the most cost effective mode of recruitment and adhering to time lines.
- Drive the training function for the business by designing, developing and delivering appropriate training interventions aimed at upgrading the skill & knowledge base of employees in the company.
- Responsible for instilling rigour in the performance management process of the business by ensuring the setting of "SMART" objectives, training managers in conducting appraisals, and ensuring reviews as per time lines.
- Responsible for presenting a fair & firm face of management to the line managers and staff by redressing employee grievances as well as initiating disciplinary action against erring employees.
- Working out compensation revision proposals for the staff & store managers in line with budgets received from corporate office.
- Advise Line Managers as well as staff on HR policies & procedures thereby ensuring effective implementation.
- Implementation of HRMS – Oracle.

Primary Challenges:

- Streamlining HR activities and establishing credibility for the HR Function.
- Building a cohesive unit by facilitating the aligning of individual's strengths and activities towards team purpose.
- Measuring the pulse of the employees with a view to maintain high morale of over 590 employees.
- Upgrade knowledge base of employees and facilitate a learning environment.
- Develop & Implement a Fast Track Management Scheme for the Business.
- Provide HR support and consultation to other Babyshop stores in G.C.C.

Key Results/ Achievements:

- Successfully streamlined systems pertaining to recruitment, training and performance management by instilling rigour in the process and thereby ensuring credibility to the activities.
- Designed, developed and delivered training programmes ranging from half day to two days on Induction, Customer Service, Leadership Skills, Team working to the Area / Store Managers as well as the staff employees of the company. These modules were also forwarded to other stores in G.C.C.
- Recruited candidates from Philippines, Egypt, Srilanka, Nepal as well as India to meet business needs.
- Facilitated the process of making of modules on product knowledge for all major sections of the business.
- Initiated the process of circle meetings amongst staff employees with a view to provide recognition as well as opportunities of expression to high performers.
- Conceptualised and implemented a Fast Track Management Scheme resulting in delivering of over 10 managers to the business.
- Worked along with Corporate IT department to implement HRMS – Oracle.

HINDUSTAN UNILEVER LIMITED - INDIA

DECEMBER 1995 TO NOVEMBER 2004

Hindustan Unilever Limited , a 51% owned subsidiary of the Anglo-Dutch giant Unilever is India's largest fast moving consumer goods company. It enjoys leadership in Home & Personal Care and Foods & Beverages.

- * Training Manager (Role) - September 2002 to November 2004.
- * Unit HR Manager (Role) - August 1999 to August 2002.
- * Personnel Officer - December 1995 to July 1999.

Primary Challenges

Training Manager's Stint (Officer's HR Cell) –

- Responsibility for addressing the training needs of over 3500 officers of the company and provide support to the restructured officer's HR Cell for the conducting of Development as well as Assessment Centres.

Unit HR Managers Stint (Pune Tea Unit) –

- To implement HLL practices in a factory acquired post merger with Brooke Bond Lipton.
- To introduce new recruitment practices with a view to change the skill ratio amongst workmen at the Pune Tea Unit.
- To provide HR support in realising the vision of the unit which was "To be the most preferred source for tea bags production in the world".

Officer's Stint (Personnel Care factory – Hyderabad)

- To discharge my duties as a Welfare officer as well as support the unit's requirement for restructuring through introduction of periodic voluntary separation schemes.

Key Results/ Achievements:

Training Manager's Stint (Officer's HR Cell) –

- Rolled out four successive six monthly training calendars in flash version which was not just appealing, as well as catchy but was also systematic, user friendly and aligned to the competency and skill gaps analysis.
- Designed, developed the contents of eight new workshops adding the same to the course calendar and significantly upgraded the content quality of other workshops available making the training cell a benchmark even to the training centres for managers of the company.
- Introduced follow up workshop's for key courses to assess the extent of transfer of learning.
- Had tie-ups with premium management and engineering institutes to conduct specially designed modules aimed at upgrading the knowledge base of listers (High Potential Officers) of the company.
- Conducted several development centres for listers to prepare them for doing well at Assessment centres.
- Designed the instruments to be used at Assessment centres for gauging potential for higher responsibilities and co-ordinated all activities pertaining to the successful conducting of over 14 assessment centres across different functions.
- Devised and implemented an officer's resourcing strategy via the "Officer's Trainee Scheme".

Unit HR Managers Stint (Pune Tea Unit) –

- Managed employee relations in a unit with a sales turnover of 242 million consisting of 430 employees.
- Implemented productivity improvement by 20 % in New Tea bag technology.
- Successfully changed the Recruitment & Selection practice for workmen for New Tea Bag project.
- Facilitated the designing of structured & focussed training programme for skill development of technicians and methods of assessment for gap analysis.
- Instituting a culture of safety consciousness bringing LTA & RWC to Nil thereby improving morale at Work place.
- Initiated Community developmental activities improving goodwill in the unit's neighbourhood as well as enabling the discharge of corporate social responsibility.
- Complied with all hygiene and HR requirements required by the Food Quality Assurance Audit (FQA) conducted by Unilever as well as ISO 9000 2000 revisions expected by the auditor.

Officer's Stint (Personnel Care factory – Hyderabad)

- Successfully presented the Human face of management by initiating several activities aimed at guiding employees to plan finances, seek alternative means of employment, self employment to employees separated by the Voluntary retirement scheme.
- Initiated regular career guidance, preparing well for examination workshop's for employees children thereby improving morale of employees with an average age of over 50 years

EARLY EMPLOYMENT HISTORY

- GODREJ FOODS LIMITED, HYDERABAD , INDIA – Personnel & Admn. Officer – Jan. 1994 to Nov. 1995.
- SHAPOORJI PALLONJI & CO. LTD., HYDERABAD, INDIA – Trainee – May 1993 to Dec. 1993.

ACADEMIC HIGHLIGHTS

- Masters in Personnel Management (M. L. S.) – University of Hyderabad – July 1991 to May' 1993
- Diploma in Personnel Management – Xaviers Institute of Management – July 1990 to May 1991
- Masters in Political Science - University of Hyderabad – July 1988 to May' 1991

AWARDS/ SCHOLARSHIPS

- Recipient of the young HR Achiever for the year 2003 from Indira Institute of Management, Pune & Centre for change management, Hyderabad.
- Open Merit Scholarship from the University of Hyderabad for the year 1992.
- Open Merit Scholarship from the Industries & Labour department, Government of Maharashtra for the year 1992.
- Submitted a paper titled "Role of Change Agent" which was published by Tata Institute of Social Sciences as a part of its business seminar titled "Manthan".

COMPUTER SKILLS

- Well versed with windows, MS office, Email and Internet.

PERSONAL INFORMATION

Date of Birth : July 20th, 1959
Sex : Male
Family : Married with One child.
Nationality : Indian
Passport : E 726391 valid up to 2.15. 2013
Driving License : Holding INDIA valid driving license
Visa Status : Employment Visa.
Languages Known : English, Hindi, Malayalam.
References : Available upon request.

Dear Sir/ Madam

I am a post graduate in Personnel Management having more than 16 years work experience in the **FMCG as well as Retail business sectors.**

I have the ability to conceive strategy, develop as well as implement policy & procedures, build teams and have a high level of proficiency in all major skills in HR namely Recruitment, Training & Development, Compensation Reviews, Employee Relations and Performance Management.

I am well versed with UAE Labour Laws and have good experience in setting up HR systems & Procedures as demonstrated at **Landmark Gulf Group** and IFFCO group of Companies.

Conducting of mass project based recruitment drives across countries like Egypt, Philipinnes, Sri Lanka, Nepal and India with a view to meet business manpower plans as well as implementing of Competency Based Selection procedures for critical positions are my forte.

In my role as a Training Manager at Hindustan Unilever Limited, i was responsible for the entire training process from from TNA to Action Planning of over 3500 officers in the company. Creation of six monthly training plans based on Assessment of Business Needs & Skill Gap Analysis, Preparing and ensuring adherence to training budgets, Interacting with internal as well as external faculty / management institutes for upgrading skill base, Course administration and Action Planning were a few of my responsibilities.

Design & Independent delivery of a wide variety of behavioral (Soft Skills) programmes ranging from Leadership Skills, Time Management, Creativity, Problem Solving & Decision Making are my forte. Design & Implementation of Fast Track Management Scheme comprising of a 52 week training plan for ensuring high quality as well as consistent supply of employees to the management cadre are a few of my achievements in Hindustan Unilever Ltd, **Babyshop LLC** as well as IFFCO Group.

In Performance Management I was instrumental in rolling out Performance Management Workshops, Ensuring the setting of "SMART" objectives, Training Line Managers in " Goal Setting" & " The art of giving feedback" , Ensuring adherence to "Normal Distribution Curves" at the end of the year as well as making a list of consistent high performers.

I have independently conducted as many as 10 Development Centres and was responsible in developing appropriate methods of assessing " Managerial Potential" at Assessment Centres based on the Competency Framework.

I am extremely committed to my career and being passionate about people development have invested huge personal finances in procuring training films, books that I believed would enable me to deliver effective training interventions.

I am submitting my resume for your kind perusal and favorable consideration an i look forward to an opportunity to discuss the suitability of my candidature.

Thanking You

A. Agheer.