

SHAHLA AKBAR QURESHI

I am an experienced HR professional who is currently looking for a full-time role HR leadership role. Over the last 12 years I have developed a generalist HR skillset - strategic and operational planning, talent management, training and development, policy and process improvement, change management. I have partnered various stakeholders from junior to senior level.

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Core Competencies

HR Operations

Strategic Planning

Performance Management

Talent Management/ Acquisition

Training & Development

Statutory Compliance

Employee Engagement

Policy Development

Team Building & Leadership

Coaching and Mentoring

Change Management

Start-ups Management



Profile Summary

- Partnered at all organizational levels to define and implement HR strategies aligned with organizational objectives; developed strong, positive relational networks and supporting departments company-wide
- Partnered with management to apply appropriate change management practices to the initiation, design and management of organizational change programs
- Successfully managed staffing and performance-improvement issues; oversaw leadership and management team development
- Merit of analyzing and carefully managing changes by providing extensive counsel, guidance, and influencing expertise
- Competency in managing complete recruitment cycle including resourcing both internal & external manpower, evaluating the required skills, identifying the possible sources, selecting the best candidate and negotiating & fitting them into the system.
- Expertise in working in close coordination with line managers to foresee & resolve and employee issues / grievance
- Aptitude in strategizing long / short term directions by forecasting future manpower requirements, Succession planning by developing career path for high potential employees, designing training plans for acquiring requisite skills & proficiencies through competency mapping
- Designed and implemented a holistic HR strategy to meet short term & long-term business challenges with focus on the following key areas such as talent & leadership, culture & values, engagement & connect, supervisory capability, productivity & cost
- Merit of revitalizing the HR Department; drove major strategic changes in a short time-frame
- An innovative & creative professional with strong planning, communication, analytical & influencing skill

• Career Timeline



 Soft Skills

 Education



Communicator



Thinker



Innovator



Collaborator



Intuitive

- MBA (HR) from MIT School of Business, Pune, India in 2007
 - BBA from St. Thomas College, Bhilai, Pt. Ravi Shankar University in 2005
- Others:
- Successfully completed the following:
 - Study of Employee Satisfaction from M-Tech innovation ltd, PUNE
 - Study of Motivational Techniques from BHILAI STEEL PLANT, BHILAI
 - Management Fundamental Program – a yearlong program designed to master leadership competencies.
 - Korn Ferry Leadership Architect™ Certification
 - Korn Ferry Voices® 360 Feedback Facilitation and Coaching Certification

Work Experience

Oct'18 – Sep'19 with COTY, Singapore as HR Business Partner

Key Result Areas:

- Multi-hat in areas of HR Business Partner + Change Management
- HR Project Lead (SEA Region) partnering functional directors to manage transformation journey of the organization by focusing on the people side of change, including changes to business processes, systems and technology, job roles and organization structures.
- playing a key role in ensuring projects (change initiatives) meet objectives on time and on budget.
- Applying a change management process and tools to create a strategy to support adoption of the changes required by projects or initiatives.
- Supporting the design, development, delivery and management of communications.
- Conducting impact analyses, assess change readiness and identify key stakeholders.
- Providing input, document requirements and support the design and delivery of training programs.
- Managed full spectrum of HR across the region & Partnered with Business leaders & ensured that HR policies & processes are in place to support business needs and business performance.

Jul'12 – Mar'18 with Air Products, India as HR Manager

Key Result Areas:

- Ensuring the following:
 - Completion of functional and corporate objectives by offering HR Business Partnership to groups and support respective teams for establishing and maintaining positive employee relationships.
 - Compliance of human resources activities with applicable laws, regulations and company policies.
- Coordinating towards the development and implementation of human resources policies & procedures and their dissemination through employee communications, and/or meetings.
- Driving the following:
 - Business by interpreting the Air Products India's D&I plan and creating implementation plans via Diversity Development Roadmap.
 - pro-active recruiting and talent strategies, including but not limited to external partnerships, university relation strategies, and brand recognition initiatives.
 - Functional excellence through deployment of Airproducts programs, ensuring quality of process and content alignment with the Airproducts Global Business System.
- Designing & Implementing project management experience for the key focus areas of 'Great Place to Work'.
- Delivering function planning & reviews to provide people management perspectives /strategies, facilitate & evolve business function vision / mission & cascade it to every employee.
- Acting as business partner to assigned groups to align HR programs and initiatives with business objectives
- Adopting human resources initiatives related to organizational change ensuring that HR plans are aligned with business goals.
- Monitoring key HR metrics in accordance with key business objectives, identify actionable trends and benchmark industry and local best practices.
- Offering leadership guidance and mentoring the team in with respect to competency development, successor planning & performance management.
- Coordinating with local and remote peers including business stakeholders and HR site leads to work collaboratively, share best practices, leverage projects and learnings, and driving consistency in programs, practices, and communications where appropriate.
- Promote participation in Employee Engagement, Wellness and CSR Initiatives within the organization.
- Managing India Annual Increments and pay-outs as per guidelines set and analyzing budget verses Actual Payout.

- Monitoring C&B processes and policies to ensure they are current, competitive and in compliance with legal and local rules and regulations.

Highlights

- Successfully worked towards hiring a significant size of workforce for one of the globally recognized key project & also establishing HR framework in compliance with local laws.
- Merit of developing and running a yearlong campaign 'Nurture' in context with Environment, Health & Safety.
- Contributed towards designing and running a yearlong campaign 'Happy Souls @ Work' in context with 'Great Place to Work'.
- Successfully worked towards documentation & implementation for ISO certification.

Jan'10-Jan'12 with EasiOption Pvt. Ltd., India as Mentor-HR

Key Result Areas:

- Established effective deployment of all HR policies & initiatives, managed employee performance management system, recruitment & onboarding.
- Developed monthly reports for management, assisted in quarterly budget preparation, expedited preparation and compliance of files for ISO27001 & SAS 70 implementation.
- Managed payroll processing, compensation benefits & statutory tasks and inculcated fun work culture.
- Liaised closely with senior management/HR Manager & recommend employee relationship/welfare/developmental activities.

Highlights:

- Successfully worked towards documentation & implementation for ISO certification.

Aug'07-Jan'10 with Future Focus Infotech Pvt. Ltd., India as Executive HR

Key Result Areas:

- Coordinated for recruitment & selection process, shortlisted candidates & salary negotiation.
- Led complete joining and orientation formalities of new employees.
- Ensured maintenance of database and personnel file.
- Organized various training program and assisted in framing the same.
- Monitored and revised the existing HR policies.
- Conducted performance appraisal, coordinated pay roll compensation, maintenance of the leave record of the employees.
- Spearheaded exit process & resignation cases, supervised office administrative work, grievance handling.
- Ensured involvement of welfare policies like anniversary & birthday gift distribution, reward & recognition and so on.
- Worked towards employee satisfaction & welfare by visiting their working sites like TCS, IBM, INFOSYS, KPIT and so on Project Reallocation.



Previous Experience

Mar'07-Aug'07 with Career Forum Ltd., India as Executive HR



Personal Details

Date of Birth: 29th May 1983

Languages Known: English, Hindi

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