

Sheela Divekar

HR: "Development and Management" to enhance employer branding and Employee Value Proposition & a PoSH Enabler.

EXPERIENCE

Synergy Talent Managers, Managing Partner

January 2017 - PRESENT, MUMBAI

Designed and delivered **Customised training programmes**, Compensation structuring, managing entire PMS with linkage to Variable pay, Designed and rolled out HR policies for effective implementation, Setup of entire HR department, Advisory role on various HR related issues, Labour Laws, Disciplinary matters. Initiated and rolled out Customised Talent Management and Development initiatives to augment client company's growth.

Representing Business Enhancers for end-to-end Recruitment in India for their Clients since January 2017-February 2020 and have collaborated with Humane HR for Leadership hiring. Conduct Awareness Training sessions for employees and Capacity Building Training for ICC members on The Sexual Harassment at workplace (Prevention, Prohibition and Redressal) Act, 2013.

Lead Trainer on Emotional Intelligence at Workplace for making Managerial team future ready.

Georg Fischer Piping Systems, Head -HR-India

January 2012 to December 2016, MUMBAI

Process Head for entire HR for India Operations with focus on HR Strategy, Talent Acquisition, Talent Engagement, Talent Management and Development including designing structure transition plan (in case of structure changes) and Internal movements of Key personnel in discussion with Management for career Progression as per the Succession Plan. Monitor the HIPOT, Key Talent in Talent Management process. Internal Trainer for all behavioral and Soft Skills Training. Implement strategic and key HR policies in sync with GF Switzerland.

Process head for implementation of PMS in line with 4Disciplines of Execution and sync with the Business Strategy.

SKILLS

Talent Acquisition
People Functions
Learning and Development Initiatives
Talent Management & Development
Statutory Compliance & Operations

AWARDS

Merit Scholarship in HSC from Aurangabad Board for securing 1st rank in board. Mumbai University scholarship

VISITING FACULTY

WE School, Mumbai
MILS, Mumbai

BOARDS/COMMITTEES

PEW Group, Advisory Board Member
Oasis Insurance Marketing :Advisory Board Member
Myna Mahila Foundation: HR Specialist
External Member on PoSH

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Business Enhancers

June 2010-August 2011 Dubai/ MUMBAI

Manage entire Recruitment for the clients in middle management and senior level roles with 80-85% closure ration within the given TAT for the role.

Matrix Laboratories, Sr Manager -HR

November 2007 – March 2010, HYDERABAD

Responsible for the Talent Acquisition of Formulations R&D Centre. Responsible for Industry Academia interface and Campus Hiring. Responsible for Induction Training for Staff and above category. Worked with line managers to ensure that their deliverables are designed and documented as a part of the KRA setting exercise. Given support from HR front to ensure deliverables are met and to meet long term business requirements. Part of a team that created the SMART program (S=Specific, M=Measurable, A=Attainable, R=Relevant, T=Time Bound), a continuous performance review and appraisal system. Department wise Coordination and Setting up of KRA for junior, middle and senior level positions, Road shows for Roll out of PMS Sessions for all employees and was an interface in educating the appraiser about the role in an appraisal session. Prepare SOP's for various HR processes. Coordination and maintenance of IDP's for behavioral and technical programmes. Employee Satisfaction Survey .Part of Great places to work employee satisfaction survey.

Mascon Global, Sr Consultant -South

November 2004-November 2007, MUMBAI/HYDERABAD

Talent Acquisition specialist focusing on Pharmaceutical, Hospitality and Manufacturing Industry. Sourcing, Screening and short listing of CV's pertaining to the requirements of the organization.

Ross D'silva and Associates, Consultant -Mumbai

September 2001-November 2004

Responsible for exclusive Headhunting mandates for senior level with focus on leadership roles and critical mandates.

Glaxo India, Asst Manager HR

February 2000-August 2001, MUMBAI

Responsible for the Plant Welfare and Statutory Compliances. Instrumental in assisting the HR team implementing the VRS for the Worli plant. OD interventions and Employee Engagement initiatives at Worli Plant to assimilate the cultural change that took place in Glaxo Smithkline merger in 2001.

Committee: **Mentioned below.**

CLIENTS

VT Corporation, PEW Group, MTNL, India Post, Quanical, Eximous Ventures, Western Equipment's, L&T (E&A Division),BPCL,SYHR

COMPETENCIES

Networking Skills for Talent Acquisition
Perseverance and Proactive nature
Passion to complete the Assignment.

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Voltas, Executive – HR

February 1998 – March 1999, MUMBAI

Responsible for the Service Centre HR Operations. Instrumental in implementing OD intervention via Project “Operation Star programme” of Voltas which required penetration in the customer base to analyse the various incentives and training to be provided to the front-line staff. Developed and rolled out various training programmes for Staff category.

Apcotex Lattices, Executive – HR

July 1996 - July 1997, MUMBAI

Responsible for Plant HR operations at Talaja, near Mumbai. An in-house certified trainer for conducting training programmes for Supervisory and Managerial Staff. HR Interface for Talent Acquisition and Onboarding formalities. Coordination and maintenance of IDP’s for behavioral and technical programmes. Representative from HR side on the editorial team for In-house magazine. Statutory Compliance & Operations. Ensure the compliance to statutory requirements as per the shops & establishments acts of the State and Central Government, PF, Gratuity, ESIC. Liaison with Government officials for licenses and compliance of statutory requirement.

EDUCATION

Maharashtra Institute of Labour Studies, Masters in Labour Studies

June 1994 – June 1996, MUMBAI

Aurangabad University, Bachelor of Commerce

June 1991- June 1994, MUMBAI

BOARDS AND COMMITTEES

PEW Group, Advisory Board Member

BPCL , External Member on PoSH Committee

Hy-Tech Engineers Pvt Ltd on PoSH Committee

PEW Group, External Member on PoSH Committee

Finicity Group, External Member on PoSH Committee.

Welspun One, External Member on PoSH Committee

Quantum Corporate Healthcare , External Member on PoSH Committee.

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TRAINING PROGRAMME CONDUCTED

- Communication Skills
- Enhancing Capacity Building at Work
- Campus to Corporate module
- Managing Time and Deliverables
- Emotional Intelligence
- Work Life Balance
- Enhancing Customer Delight and Moment of Truth (Hospitality Industries and Hospitals)
- Supervisory & Managerial Development Programme
- Team working and team Building
- Supervisory Development Programme
- Conflict Management and Interpersonal relations
- Responsible Communication and Grooming
- PoSH Awareness Training

CERTIFICATIONS

- Certified trainer in Train the Trainer from Tata Institute of Social Sciences, Mumbai.
- Certified Thomas Profile Assessor by Thomas Assessments Private Ltd.
- Completed Franklin Covey training by Certified trainers of Franklin Covey Institute, Switzerland.
- Undergone training on 4 Disciplines of Execution (4Dx) at Switzerland by Certified trainers of Franklin Covey Institute Switzerland.
- People Management Training at Schaffhausen, Switzerland by Georg Fischer
- Certificate course in Case study Methodology and Writing from AICTE and WE-School, Mumbai.
- Certificate Course in Compensation and Rewards Management from Cerberus Consultants, Mumbai.
- Certificate Course in The Workshop was for expertise on 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' conducted by POSH at Work (Empanelled by Ministry of Women & Child Development, Government of India).
- Certificate course in Emotional Intelligence from Udemy.

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