

Khushboo Dharadhar- Chartered MCIPD



Personal Information:

Contact Number:

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Driving License:

Valid Qatar License

Visa Status: Visit Visa

Availability: Immediately available.

Languages Proficiency:

- English, Hindi & Marathi

Other Information:

- D.O.B: 3rd September 1984.

Statement of Purpose:

- *Act as a trusted advisor to senior line management on all human capital management matters;*
- *To ensure a keen understanding of the business to implement HR strategies and practices that support robust business growth;*
- *Reinforce a culture of performance focus, meritocracy and diversity; and comply with Organization HR policy.*

Core Competencies

- ◆ Strategic Thinking, Business Acumen, Understanding the top management's point of view, Global Cross-Cultural Sensitivity, Business integrated HR Perspective, Focus, Drive and Result Orientation and Influence.
- ◆ Competent in designing and delivering Competency based Talent acquisition, Learning & Development initiatives for Senior Management teams, deploying Performance Management.
- ◆ Skilled planner, communicator and formulator of strategies with deftness in heading large task force.

Professional Experience Synopsis

- ◆ Career experience spanning over **16+ years** as HR professional at Corporate and Group level (**AAB-Toyota/Lexus, Astad Project Management, Welspun Group**) covering **Automotive, Manufacturing, Construction, health care industry and HR Consulting.**
- ◆ Rich and in-depth experience in conceptualizing, designing, implementing Competency based HRD solutions for people capability building strategy such as Talent acquisition & Retention, Compensation and Benefits including Payroll Management, Employee Relations, Engagement, Performance Management, Learning & Development, Organizational communication.
- ◆ Expertise in OD interventions including Large Scale Change initiatives, Managing Diversity at Work, Cross Cultural Sensitivity, Redundancy and redeployment management during mergers and/or acquisitions.
- ◆ Driven successfully strategic change management projects, Automation of HR implementing SAP HCM/Payroll, other HR BI tools etc., and built and managed company culture, engagement and change initiatives as a thought leader. Developed action plans per Division/Location based on engagement date and business needs.
- ◆ Managed pipeline for leadership succession and ensured plan effectiveness. Had driven coaching and feedback sessions tied to company goals, performance goals.

Professional Highlights

- ◆ **Sr. HR Business Partner- Doha International Consultancy, Qatar.**
- ◆ **HR Business Partner- Astad Engineering Consulting & Project Management, Qatar.**
- ◆ **HR Team Lead- TOYOTA/LEXUS, Abdullah Abdulghani & Bros Co WLL, Qatar**
- ◆ **HR Consultant- Direction Management Consultancy, India.**
- ◆ **Sr. HR Officer- Welspun Group, Mumbai, India.**
- ◆ **Management Trainee (Training & Development)- Intercontinental group of hotels, India.**
- ◆ **HR Officer- Shyam Shipping Agency, Mumbai.**

Organizational Experience

Doha International Consultancy | Sr. HR Business Partner | Qatar |

April 2016 -November 2020 |

Doha International Consultancy is a Qatari HR & Business Consultancy (<http://www.dohaconsulting.com>)

Key Goals &Strategic Objectives:

- ◆ Consult in HR Strategy, HR Policies & Procedures, Performance Management system, HR Audit, Compensation & Benefit restructuring, and Management Support based on projects.
- ◆ Conduct initial HR Requirements Assessment meetings with business clients.
- ◆ Prepare business proposals and negotiate commercials, project scope & timelines.
- ◆ Provide end to end HR Solutions.
- ◆ Manage Project Team to timely deliver projects.

Key Accomplishments:

- ◆ Outsourced at **Sidra Medical & Research Center, Qatar** as an **HR Consultant** for managing the activation of hospital by onboarding over 3000 employees. Developed Policy & Procedures and automated procedures on Oracle HRMS.
- ◆ **Project Manager** for Automation of Application Tracking System and managing On Boarding Process (Oracle ERP).
- ◆ Developed **HR Policy & Procedures for Eastern Gate, Qatar.**

Astad Engineering Consulting & Project Management | HR Business Partner | Qatar | Jan 2015 -Feb 2016 |

Astad (<https://www.astad.qa>) is a construction project and asset management company headquartered in Qatar. It's a joint venture between Qatar Foundation and Qatar Petroleum.

Key Goals &Strategic Objectives:

- ◆ Provide overall strategic HR leadership to build Organization capabilities in the areas of recruitment, retention, professional development, culture development, performance management and Compensation and Benefits etc.
- ◆ Foster a corporate culture that promotes ethical practices, integrity, collaboration and trust among employees
- ◆ To implement Oracle HRMS Project, rationalizing HR & Administration Policies and processes at the

ATTRIBUTES:

- ▶ **IN-DEPTH UNDERSTANDING OF THE HR AND FINANCIAL IMPLICATIONS OF BUSINESS DECISIONS**
- ▶ **STRONG BUSINESS ACUMEN AND RESULTS ORIENTATION, BOTH A STRATEGIC THINKER AND ABLE TO EXECUTE TACTICS**
- ▶ **ABILITY TO EFFECTIVELY TRANSLATE LONG- TERM HR STRATEGIES AND PLAN INTO EXECUTION AND RESULTS INCLUDING DEFINING**
- ▶ **UNDERSTAND THE PRIORITIES, PLANS AND OBJECTIVES OF THE ORGANIZATION**
- ▶ **ORDERLY APPROACH AND STRONG TIME MANAGEMENT DEALING WITH ALL HR ACTIVITIES**
- ▶ **DUAL FOCUS, CONSIDERING THE NEEDS OF BOTH EMPLOYEES AND MANAGEMENT**
- ▶ **CHANGE COMPETENCY, FINDING THE APPROPRIATE ACTIONS IN ORDER TO PROMOTE THE PURPOSE OF THE ORGANIZATION AND MAKE THE PREFERRED FUTURE COME TO LIFE**

organization.

Key Accomplishments:

- ◆ Developed HR Strategy aligning with Hay Management Consultants recommendations.
- ◆ Rolled out successfully HAY C&B benchmarking Project for group Companies
- ◆ Recruited for key Leadership positions as per business growth plans (Filled in 100% vacancies)
- ◆ Lead HR being part of various committees like Promotion, Cross functional business meetings, performance meeting.
- ◆ Launched and Managed Performance Management linking to Rewards.

AAB TOYOTA I HR Lead I DOHA, QATAR I

Oct 2010-JAN 2015 I

Abdullah Abdulghani & Bros Co (US \$ 3 bn, (www.aabqatar.com) Automotive Group dealing with Toyota, Lexus, Used Cars, Real Estate and Heavy Equipment etc. with about 3000 employees)

Key Goals &Strategic Objectives:

- ◆ Overall goal of HRD Function is - '**Building Organization Capability and Enhance Employee Satisfaction**'.
- ◆ Designed and rolled out Employee Grievance Policies and Procedures within Qatar Labor Law framework
- ◆ Strategic HR direction to be the **TOP 3 Automotive Employer of Choice in ME with over 80% EE Score.**
- ◆ Designed and rolled out ER initiatives for change management, Employee engagement initiatives.
- ◆ To implement **HAY C&B** programs that are Rewarding and motivating employees and perform effectively
- ◆ Carry out periodic Employee Engagement Surveys (MERCER), and implement Global EES Action plans
- ◆ Establish and enhance Total Performance Management System (TPMS) linking to Rewards
- ◆ To put in place Behavioral & Technical Competency framework with **MERCER CONSULTANTS**
- ◆ Establish Learning & Development initiatives aligning with TOYOTA to improve skill levels of employees

Key Accomplishments:

- ◆ Recruited an average of 600 people per year from more than 36 Countries of MENA, Europe and Asia.
- ◆ Managed to achieve the Regretted Employee Turnover to be less than 6%
- ◆ Rolled out HAY C&B Program in 2011 benchmarking the Salaries, and streamlined the Grading structure
- ◆ Introduced Rewards & Recognition programs to motivate employees.
- ◆ Introduced TPMS (Performance Management) for annual performance Rewards and Salary increase
- ◆ Introduced Career & Succession plans, developed, integrated Behavioral Competency framework in to TPMS
- ◆ Established Training Function that facilitated providing business aligned training programs to enhance CSI -85%
- ◆ Achieved enhancing the **Employee Engagement Score of 72% in 2012 from 58% in 2011**
- ◆ Achieved 2.5 Man-days trainings per employee per year
- ◆ Managed an efficient team of 20 HR & Admin that provides employee centric HR Services
- ◆ Lead an SAP HR team for drafting and finalizing the Core HR Modules Blueprint for implementation

Direction Management Consultancy I Recruitment Consultant I India I

Sep 2009-

Sep2010 I

Key Accomplishments:

- ◆ Developed Recruitment Policies and Procedures.
- ◆ Negotiated & Contracted with various Job Portals and reduced overall cost by over 30%.

Welspun Group I Sr. HR Officer I INDIA I

Jan 2008- Aug 2009

Key Goals &Strategic Objectives:

- ◆ Was responsible for managing Human Resources function for the companies acquired focusing on On-boarding, Performance Management, Employee Relations and Engagement with a Team of 10other HR Professionals and business leaders. Was reporting to **Director– HR**
- ◆ Provide strategic advice to Operations Heads on Employee Relations and Performance Management.

Key Accomplishments:

- ◆ Worked on strategic HR integration of Human Resources Management during merger and acquisition.
- ◆ Managed end-to-end Performance Management System for Annual increment activity of newly acquired company.
- ◆ Merger of Compensation and Benefit Structure.

Intercontinental Group of Hotels Management Trainee – L&D I INDIA I

May 2007 -Aug2007 I

Key Accomplishments:

- ◆ Managed Campus recruitment and handled over 30 Trainees
- ◆ Performed Training Need Analysis and liaised with external faculty for addressing training needs

Shyam Shipping I Officer- HR I INDIA I

April 2002- June2006

- ◆ Handled complete HR and Admin related activities including attendance, payroll, recruitment and office administration.

Professional Qualifications

- ◆ **Post-Graduation Diploma in Business Management HUMAN RESOURCES** | KC College of Management Studies, INDIA | 2006-08
- ◆ **Bachelor of Commerce** | MUMBAI UNIVERSITY, INDIA | 2002-05 |

Professional Training & Certification

- ◆ **Certified SHL Occupational Testing Training Level A & B ç**
- ◆ **Hay Job Evaluation Certification** | Hay Group, UAE | 2012 |
- ◆ **Certification-Thomas International DISC Profiling** | 2012 |
- ◆ **SAP HCM Super User Certification I SAP Middle East I** June 2014 |
- ◆ **Chartered MCIPD** | 2018 |
- ◆ **Certificate in Performance Management and Performance Appraisal**, 2013, The George Washington University. | 2013 |
- ◆ **Certified KPI Professional**, 2012, The KPI Institute | 2013 |
- ◆ **Compensation & Benefit Training** | 2019 |
- ◆ **Pay Strategy Training** | 2019 |