**Wahida Rahman**

**Executive Summary**

♦ 11+ years of core HR experience primarily in Learning and Development (L&D),Organizational Development (OD) and HR-Technology (HR-IT) :

* L&D – Learning needs identification, content design, training facilitation/ delivery, training impact & analyzing the training ROI, eLeaning & LMS
* Organization Development – Induction & on-boarding, writing job descriptions, competency & proficiency mapping, job scoring & analyzing, capability development, talent management, career progression, 360 degree feedback, employee engagement
* HR-Technology (e-HR : HR automation)

♦ MBA (HR) + BE (Electrical), makes me a competent HR and L&D professional who can build a progressive bridge between business, management and employees

**Professional Experience**

**Feb 2015 – till date :**

* **Vocational skills & Dealer sales program (in collaboration with Govt of India)**

♦ Heads the team of all internal & external trainers responsible for teaching vocational skill students + dealer sales executives : their recruitment/ selection, induction, upgradations (Train the trainer) & certification (anadragogy + pedagogy)

♦ Responsible aligning the program to production & ensuring the impact of it

♦ Runs as profit center, providing the same service to our vendors

* **People development**

♦ **Hired as 1st lateral from L&D background** : individually designed 1st ever org-wide L&D framework, learning needs indetification, competency mapping, launched 1st behavioral trainings across levels (content design & training delivery), impact analysis (training ROI) and IDP etc

♦ Launched multiple org-wide initiatives : org-wide learning feast, competition series, guest leacture series, learning success stories, learning webinars, org-wide quizes etc

♦ Vendor management : impaneled multiple external training vendors to expand the reach of learning solutions across the value chain

♦ LMS/ eLearning : increased the usage of LMS from 3% to 47% across organization

**March 2014 – Feb 2015 :**

* **Individually handled L&D function for IT + BPO employees at Noida location** :

♦ Responsilble fro complete L&D cycle – learning needs identification, content designing, training delivery (topics likes presentation skills, time management, team building, assertive skills, johari window, customer delight, communication skills, conflict management, leadership etc)

♦ Consulted with respective verticals to ensure the impact of learning solutions / training ROI

♦ Designing the content, MIS & dashboards, branding interventions, competency manuals etc

**June 2007 – March 2014 :**

**Jan2012 – Mar 2014, Senior Executive – Learning & development**

♦ Instructional Design – Designed training content using adult learning principles

♦ Created iMindMaps for over 120 L&D offerings using Mind Mapping software

♦ Designed & adminstered org-wide LMS/ eLearning portal

♦ Process owner (SPOC) for satutiory learning certifications : content designing, system automation, query resolution etc

♦ Coordinated with various internal and an external vendors on the Development of various eLearning products

* **Sept 2009 – Dec 2011, Sr. Executive – HR (Team: Organizational Development)**

♦ Critical member of the Capability Development and Execution Framework Project : worked with the external consultants to execute project activities like:

* Gathered information from over 1000 employees across organization using a pre-defined questionnaire
* Wiritng Job descriptions, job scoring and analyzing
* Competency mapping and defining proficiency levels
* Mapping employees against all jobs/roles
* Individually designed & developed an online framework for org-wide talent management
* PMO (Project Management Office) role for the team –Coordinated project tasks, including status reports and updates, prepared presentations for senior leaders, logistics & other coordination work with various internal & external stakeholders

♦ HR-Technology (eHR-HR automation) for various HR processes – Designing of portals, writing business requirements document like Synapse (an online portal - virtual medium for employees to connect, share, discuss & resolve various business challenges), career power (a platform for employee career management), Un-structure (a virtual meeting room to discuss business problems, open for people outside HCL as well) etc. This lead to cost & manpower effort reduction

♦ Inductionand on-boarding management : Org wide SPOCfor complete induction cycle

♦ Coordinated with various stakeholders and facilitating key induction sessions across levels

* Introduced HCL’s first on-line process for induction – ‘Discover HCL’ in 2008 which is still being used

**Academic Qualifications**

♦ PGDBA-HR, SCDL Pune (distance learning) (2009-2011) – **69%**

♦ BE-Electricals, University of Rajasthan (2003-2007) – **77%**

♦ XII, Seedling Public School, CBSE, 2003 – **75%**

♦ X, Seedling Public School, CBSE, 2001 – **76.2%**

**Additional Certifications and Achievements**

♦ Certified professional coach from Erickson International

♦ Certified in MBTI psychometric, from Anahat

♦ Certified TTT trainer from Dale Carnegie & The Learning Enablers

♦ Certified on training ROI from Green Books consulting

♦ Certified job evaluator from Triple-A consulting (3A Job Evaluation Technique)

♦ Individually managed to raise LMS usage from 3% to 47% across organization and appreciable increase in training attendance

♦ Represented College at the ‘International Seminar of Women in Science and Technology’ held at IP university, Delhi (2006)

♦ Awarded as the ‘Best Student of the Year’at Graduation Level (2007)

♦ Managed & anchored many shows/events at school, college and organization level

♦ Active contributed for various CSR initiatives like "Teach at office"– designed for the house-keeping staff etc

♦ Certified for 100% attendance at school level