|  |  |  |
| --- | --- | --- |
| **Date Of Birth :** 13.05.1976  **Place of Birth :** Iğdır | **Address :** Mehmet Akif Mahallesi  Ulubatlı Hasan Cad. Serena Konutları B/4  Çekmeköy/İst | **Home :** 0216 642 17 96  **Mobile :** +90 (530) 415 83 42  **email:zeynepderya.levent@hotmail.com** |

**ZEYNEP DERYA LEVENT**

|  |  |
| --- | --- |
| **key competencıes** | |
|  | * Strong business and multi-discipline know-how *(executive management, corporate finance, regulations, sales, marketing, technology)* * Successful management capability * Ability of managing different skills within majorly differentiated interest groups * In-depth experience at all Human Resources functions * Trained coach in co-active coaching. Specially experienced on executive coaching. Journey go on about certification. |
| **professIonal Experience** | |
|  | **Human Resources and Busiuman Resources and Busıness Support ness Support Director at Anel Group (06.2012-09.2012)**  Positiondirectly reports to a member of board of directors.  Responsible from all the group companies HR, General Administration and Communication.   * Managing a big team (35 people, 9 of them working at Katar office) * Responsible about every HR issues of each of the group companies (13 of which are active) * 2.100 employees * Responsible of General Administration of the Group * Responsible of communication intensively work on internal communication.   **Manager of Human Resources at Turkcell Superonline (07.2009 – 06.2012)**  Position directly reports to Turkcell Superonline General Manager  Mainly responsible for strategy setting, planning, directing and overall controlling of all Human Resources and General Administration functions and **68 mio** TL annual budget of all personnel and G&A expenses   * + Organizational Design, Process Management, Regulations that are related with HR polıcies   + HR Planning & Budget Management   + Recruitment & Executive Search   + Training & Development   + Compensation & Benefits   + Performance & Talent Management   + Personnel Affairs & Legal Issues & Payroll Management   + HR Information Systems *(Oracle, Intranet, Employee Self Services, Online Workflows etc.)*   + Corporate Culture, Employee Satisfaction & Engagement   + Internal Communication   + Leadership Development   + Information Management & Reporting   + Corporate Culture and employee engagement.   + Office Management *(Design & Construction & Maintenance)*   + Company Cars Management *(Buy or lease strategy, daily operational issues etc.)*   + Administrative Services *(Security, Cleaning, Reception, Secretary, Driver, Office Boy etc.)*   for Turkcell Superonline.   * Representing HR&GA at Executive Management Team * Managing 16 people (Outsources are not included)   **Head of Human Resources&General Administration at Turkcell Teknoloji (07.2007 – 07.2009)**  Position directly reports to Turkcell Teknoloji General Manager   * Mainly responsible for planning, directing and overall controlling of all Human Resources functions for 275 FTE * Responsible for moving all developer people from Turkcell to Turkcell Technology without any criticak regretted turnover. * Responsible for creating a new corporate culture and work for employee engagement. * Responsible for Team Building & Leadership Development Programs. * Get engaged with Turkcell GA in order to build an impressive AR-GE building in Gebze. * Representing HR&GA at Executive Management Team * Managing 5 people (outsources are not included)   **Business Partner of ICT function at Turkcell ( 04.2005 – 07.2007)**  Position reports to head of Technical Business Partners Head   * Mainly responsible for giving HR consultancy and coach for 350 ICT employees. * Responsible for Turkcell Teknoloji project. * Work on Employee engagement of ICT employees. * Take part in several HR new projects such as “one to one ERM” (about coaching of HR to employees)   **HR Generalist at İsviçre Sigorta (ERGO) (01.2000 – 04.2005)**   * Directly reporting to General Manager of company, acting as Head of Human Resources position * Mainly responsible for structuring and designing all HR process and functions starting from Job analysis to recruitment, organizational development, training and development..etc * Develop Management Trainee program of the company and give internal coaching to all MT personnel. * Head hunting and recruitment of key HR personnel as a part of transformation process.   **Technic Service Coordinator at Bechman Coulter (07.1999 – 01.2000)**   * Responsiple for coordination and motivation and training of 8 technic service personnel. * Work on HR issues of the company   **Human Resources Generalist at Eczacıbaşı Holding 07.1998 – 07.1999**  Position reports to Ass. General Manager of Human Resources and Corporate Communication   * Mainly responsible for expanding “Competency” project to all group companies * Give support to Recruitment department and design orientation process for Management Trainees |
|  |  |
| **Education** | |
|  | * M.A., Human Resources Management and Development, Marmara University, 2003-2005 *Graduation Thesis : Coaching Approach In Human Resources Management As A Strategic Partner and An Application* * B.Sc., Public Administration and Political Science and Double Major about Business Administration Middle East Technical University, 1998   *Graduate as High Honour*   * Kadıköy Anatolian High School, 1994 |
| **professIonal traInIngs & semInars & conferences** | |
|  | * Coach Trainin Institute (CTI) , Co-Active Educated Coach (104 hours education on it) * CTI Certification for Certified Professional Co-Active Coach (CPCC) (will finish end of October 2012) * CIPD Annual Conference, Manchester, 2010 * Executive Talent Program, Turkcell, 2011 * Leadership Academy, Turkcell Akademi, 2007-2011 * SHRM, Washington, 2006 * Insights, Management Center Turkey, 2006 * Project Management & Moderating Skills, Management Center Turkey, 2006 * The Predictive Index, PI Istanbul, 2006 * Human Resources Conferences, Management Center Turkey, 1999 - 2011 * PERYÖN Conferences, PERYÖN, 1999 - 2011 * Effective Sales Skills, Management Center Turkey, 2001 * SHL Assessment Center Certification SHL Turkey, 2006 * SHL OPQ Certification SHL Turkey, 2009 * Coach Akademy-Kırmızı Coaching, Coaching Certification,2004 |
| **languages** | |
|  | * Turkish, Native * English, Fluent * French, Beginner |
| **computer skills** | |
|  | * Windows * All Office Applications, Visio, Project, Share Point Portal * Oracle HR Modules |
| **memberships** | |
|  | * PERYON * C.I.P.D. * METU Alumni * KAL Alumni |
| **Interests & hobbIes & socIal actIvItIes** | |
|  | * Gastronomy * Swimming * Modern Dans |