



Leila Shahidi

Ref : C797-797

Years of experience: 18 years

Chief Human Resources Officer
Faratarh Group

Age:

42 years old

Marital status:

Married

Current Location:

Iran, Tehran

Nationality:

Iran

Salary expectation:

Not Specified

Mobile:

+98 -9124734887

Email:

shahidi_leila@yahoo.com

WORK EXPERIENCE

PRESENT

MAR 2022



Chief Human Resources Officer . 3 yrs 3 mos
Faratarh Group . Iran. Tehran . Tehran

Leadership: Provide strategic leadership for the HR department and guide the development of HR policies and procedures.

Talent Management: Oversee the recruitment, onboarding, and retention of top talent, ensuring the organization has the right people with the right skills.

Employee Relations: Manage employee relations, including conflict resolution, disciplinary actions, and fostering a positive workplace culture.

Compensation and Benefits: Develop and administer competitive compensation and benefits programs to attract and retain employees.

Performance Management: Implement performance management systems and processes, including regular performance reviews and feedback.

Training and Development: Develop training and development programs to enhance employee skills and career growth.

Diversity and Inclusion: Promote diversity and inclusion initiatives to create a diverse and equitable workplace.

Compliance: Ensure the organization complies with all relevant labor laws, regulations, and industry standards.

Succession Planning: Develop and implement succession planning strategies to identify and groom future leaders within the organization.

Strategic Planning: Collaborate with the executive team to align HR strategies with the organization's overall goals and objectives.

Budget Management: Manage the HR department budget effectively and allocate resources efficiently.

Data Analytics: Utilize HR analytics and data to make informed decisions and improve HR processes.

Communication: Maintain open and effective communication channels with employees and other departments.

Legal and Ethical Compliance: Ensure HR practices adhere to ethical standards and legal requirements.

Change Management: Lead HR initiatives related to organizational change and transformation.

Crisis Management: Develop and implement HR strategies to address crises or emergencies affecting the workforce.

Vendor Relationships: Manage relationships with external HR service providers, such as benefits administrators and recruitment agencies.

Employee Engagement: Promote employee engagement initiatives to boost morale and productivity.

Strategic Partnerships: Build partnerships with industry organizations and stay informed about HR best practices and trends.

PRESENT

JUN 2020



Talent development manager . 5 yrs
Solico Group (Kalleh) . Iran. Tehran . Tehran

- Provide professional expertise and support in the design, development and implementation of the talent review process that is required to achieve business goals.

- Collect, analyze and maintain data gathered to inform targeted leadership development (e.g., succession planning).

- Research and assist in the development of PM training programs that focus on enabling the workforce to achieve improvements with priority organizational concerns.

- Serve as a business partner with hiring managers to develop effective sourcing and recruitment strategies that result in client satisfaction. Develop effective relationships within the organization and the hiring community to have influence and impact the recruiting process and hiring.

- Develop, initiate and maintain effective programs for workforce retention, promotion and succession planning.

- Ensure that organization-wide talent management and PM initiatives are focused and aligned on improving operational and program efficiencies and effectiveness.

- Recruit full-time, part-time, temporary, contractual and intern personnel. Manage full life cycle recruitment (post, source, prescreen, schedule, background, references, offer, onboarding, etc.). Complete hiring process within defined metrics to minimize overall time-to-start. Develop appropriate marketing strategies, define roles and responsibilities of hiring team, and develop service-level agreements to ensure an effective and efficient recruitment lifecycle while minimizing cost-per-hire.

- Develop and implement creative and innovative sourcing strategies and techniques to build a pipeline of qualified candidates.

- Lead the development of all soft skills training, including career development activities to support

our talent management

- Work alongside the Technical Training Manager and team to support all new starter onboarding

and induction activity.

- Design and delivery of all soft skills development programmers in conjunction with the Business

Service Directors and relevant external suppliers, monitoring agreed SLA's and quality of outputs.

- Contribute towards the business as a whole in identifying process improvements, improvements in

policies and procedures and any other service innovation changes that would improve the client

experience.

- Design and implementation of short term and long term to workforce planning

- Establishing core competencies for jobs and carrying out performance management system

- Promoting human resources development and carry out training process

Recruiting, CBI interviewing(interview based on competency model), selecting, hiring, and promoting employees in an organization

- Designing and modeling competencies of the sales and distribution organization

JUN 2020
AUG 2018



internal communication manager . 1 yrs 10 mos
Solico Group (Kalleh) . Iran. Tehran . tehran

- Establish an internal communications strategy in conjunction with senior managers

- Ensure organizational initiatives and projects are successfully communicated to employees and stakeholders

- Plan, edit and write content for a variety of internal communications mediums, such as a staff intranet, monthly magazine or regular email bulletin. You may also be required to work on the layout of content

- Keep clients abreast of progress and answer their questions

- Use social media to communicate with staff internally

- Manage an internal communications officer or whole team

- Deliver presentations at organizational events, such as Values Development Conference

- Draft messages or scripts from senior executives for presentation to employees in written or spoken form
- Ensure internal communications messages are consistent across all mediums and for different departments of the organization
- Respond to feedback from staff and adjust communications content accordingly
- Handle the internal communication response to crisis situations which affect organizational perception and reputation
- Advise senior executives of developments throughout the organization, either face to face or through regular written communication
- Implementation employee survey such as Attitude survey, ENPS, Hay Group
- Employee complaint handling
- To implement & maintain the critical skills framework and identification of critical skills needed in the organization
- employee services and counseling

JUN 2020

AUG 2019



HR Manager . 10 mos

solico group(Kalleh) . Iran. Tehran . Tehran

- Establish an internal communications strategy in conjunction with senior managers
- Ensure organizational initiatives and projects are successfully communicated to employees and stakeholders
- Plan, edit and write content for a variety of internal communications mediums, such as a staff intranet, monthly magazine or regular email bulletin. You may also be required to work on the layout of content
- Keep clients abreast of progress and answer their questions
- Use social media to communicate with staff internally
- Manage an internal communications officer or whole team
- Deliver presentations at organizational events, such as Values Development Conference
- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics.

DEC 2017

SEP 2015



Head of Recruitment and Planning of Human Resources . 2 yrs 3 mos

Oil Industries Commissioning & Operation Co. (OICO) . Iran . Tehran

- Human Resource Planning and Recruitment
- Designing Process and Instruction
- Job Interview base on defined criteria (about 700 people)
- Determine the compensation condition for new employee
- Providing educational content about mental health

Controlling the Psychological Counselors and Clinics

Match the employee and grading system

Implementation of managers assessment center

Implementation training courses on job interview techniques

SEP 2015

MAR 2008



HR Project Manager . 7 yrs 6 mos

Tose'e Modiran Taban . Iran . Tehran

Project Manager of Assessment Center for Petrochemical Industries Erection & Construction Company

Project Manager of Development Center for IDRO

Project Manager of Assessment Center for KAYSON Company

Project Manager of Succession Planning for Khuzestan Steel Company

Project Manager of Assessment Center for SardSaz Khodro Company

Cooperating in implementation of Organizational Culture at IRIB

Designing Cases, Games and other contents in order to use in Assessment/Development Centers

Providing relevant content for Coaching sessions and some managerial courses (behavioral training of managers, training the coach, etc.)

conductor of short term workshops

Assessor and interviewer of Assessment/Development Centers(assessed about 800 people)

JAN 2008

JAN 2006



Manager . 2 yrs

Ghaem Sanatorium . Iran . Shahrood

Clinical Tasks

EDUCATION



Islamic Azad University Science and Research Branch Master (MSc/MA) -Psychology

2008 - 2011

Clinical Psychology



University of Isfahan Bachelor(BSc/BA) -Psychology 2002 - 2006

Industrial and Organizational Psychology

TECHNOLOGY SKILLS

Office (Word, PowerPoint, Excel)

Advanced

LANGUAGE SKILLS

Persian (Farsi) Native

English Upper intermediate

CERTIFICATE

coaching . 2022
Coaching Ways Middle East .

PHRI . 2018
ARYANA . IRAN

labor law . 2015
oice . IRAN

coaching . 2014
tose modiran taban . IRAN

training . 2018
kalleh . IRAN

team work . 2017
oxizen . IRAN

effective leadership . 2009
emad tadbir . IRAN

Assessor training for Assessment/Development Centers . 2009
Alast . IRAN

Administrative . 2015
Industrial Management Institute . IRAN

Assessor training for human resource excellence award . 2015
HRM Society of Iran . IRAN
