

DIVYA KASHYAP

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EDUCATION

1998-2000

Institute of Management Technology, Ghaziabad
PGDBM, Human Resource Management

PROFESSIONAL EXPERIENCE (15+ years)

Time Period	Position Held	Organization
June 2012 till date	Director cum Chief Human Resource Officer & Certified Master Trainer (Pearson London, United Kingdom)	MART (www.martrural.com) 
August 2012	Trainer for Teambuilding for the partners meet & Communication for Delhi staff (mid-level executives)	FHI 360 
September 2011	Trainer Training on Teambuilding for the Annual Staff Retreat (Country Director & senior to mid-level executives)	Jhpiego (Johns Hopkins University) 
August 2011	Lifeskills Trainer on Team Building & Leadership to Navjyoti College students	Navjyoti India Foundation 
Mumbai June 2005- January 2007	Manager, Human Resources (reported to the Chief Executive Officer)	Aga Khan Health Service India 
December 2003 –May 2005	Assistant Manager, Human Resources	India Today 
September 2001-Nov 2003	Corporate Human Resources	Whirlpool of India Limited 
June 2001-July 2001	Human Resources Functional Consultant / Enterprise Resource Planning	Oracle Solution Services India 

Director cum Chief Human Resource Officer & TVET Master Trainer (certified by Pearson) New Delhi, June 2012 till date

MART Global Management Solutions LLP (www.martrural.com))

MART is India's leading rural marketing and livelihoods promotion consultancy for the poor.

- Collated CVs of consultants for business proposals of Uttar Pradesh Land Development Corporation (funded by the World Bank), Partnership for Innovation and Knowledge in Agriculture funded by USAID and Maharashtra Agricultural Competitiveness Project funded by the World Bank
- Conducted a Training Needs Analysis for MART staff followed by training programs on soft skills such as Leadership, Team Building, Communication etc
- Organized Rural Immersion Training Programs for many corporates such as Pepsico, Dabur, Mahindra, JCB, Heromotocorp and roundtable knowledge events on topics such as Building conscious business and Sustainable CSR Strategies
- Talent acquisition & orientation of MART's new recruits (Designed the reference check, orientation procedures & 180 Degree Performance Appraisal system KRA based level wise including Technical & Behavioural aspects)
- Nominated the CEO (Mr Pradeep Kashyap Father of Rural Marketing in India) for the Star News Talent Management Leader of the Year Award 2011 Spandan Award in Human Values
- Contributed to writing an HR manual for the Bihar Rural Development Society by researching best HR practices of corporates and NGOs .This assignment was funded by the World Bank.

Aga Khan Health Service India (www.akdn.org) Mumbai June 2005- January 2007

Manager, Human Resources (reported to the Chief Executive Officer)

- Oriented and trained 500 hospital staff as well as 1500 Community Health volunteers on soft skills (Team Building, Motivation, Organization Culture, Perception and HIV/AIDS awareness)
- Talent acquisition of doctors, nurses, technicians and support staff for Prince Aly Khan Hospital (a multi-specialty hospital with a focus on oncology) as well as for the Community Health Programs
- Recruited Project Officer, Behavioral Change Communication and Project Officer, Documentation and Communication for the project Community Health Awareness and Action promoted by young adults. This project was funded by the Canadian International Development Agency.
- Organized an international conference on oncology for professionals from developing countries.
- Conducted the annual performance appraisal for the senior management of the hospital and a team of 150 employees of the Community Health Programs
- Handled legal issues related to the Employee Union of the hospital on absenteeism, indiscipline, contract staffing, show cause notices, enquiry and termination

India Today (www.indiatoday.in)

Assistant Manager, Human Resources New Delhi December 2003 –May 2005

- Talent acquisition for the sales team and other positions in the organization
- Oriented new recruits to the organization policies

- Represented CARE Today in the tsunami affected areas of Nagapattinam.

Whirlpool of India Limited(www.whirlpool.com) New Delhi September 2001-Nov 2003

Consultant, Corporate Human Resources

- Implemented the Whirlpool USA 360 degree performance appraisal system for the senior management
- Developed talent acquisition strategies for the sales and marketing team & for the factories
- Awarded “Employee of the month” for developing job descriptions for the sales and marketing teams for Whirlpool, China
- Built a knowledge management system by benchmarking best HR practices of other organizations in the white goods industry

Oracle Solution Services India(www.oracle.com) Bangalore June 2001-July 2001

Human Resources Functional Consultant / Enterprise Resource Planning

- Payroll localization for clients in Europe and Africa
- Documented client requirements, customized and tested the product with the technical team and trained the clients on the customized product
- Implemented the Capability Maturity Model with the Internal Quality Team

MEMBERSHIP AND ASSOCIATIONS

- Member of Yogada Satsanga Society & Self Realization Fellowship California
- Volunteer teacher with the Art of Living Foundation for underprivileged children on yoga, meditation and breathing techniques

VOLUNTEER WORK

- Guest Faculty on “Leadership” at the JRE Institute (Greater Noida) July 2012
- HR Volunteer with UNICEF Canada :Training volunteers and part-time staff on products for sale, maintained their roster attendance roster (Toronto July-Dec 08)
- HR Volunteer with PLAN Canada: Organized training programs on “Child Protection” and conducted an Employee Survey on job satisfaction and screened resumes for various positions (Toronto May-July 08)