



Bema Büyükutku Boragan

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Professional with 22 years of experience in human resources, administration, internal communication, quality management, organisational development and change management.

Objective

Have strong qualifications in leadership, business planning, general management, system designing with broad experience.

Define HR strategies in line with company's mission and vision by taking top management commitment and implement these strategies by including employees into decision making processes. During this implementation process definitely.

1. Take models and practices, that serve to employee engagement and employee branding, into consideration so that employees feel valuable,
2. Define the needs and the competencies required for reaching to the target, correctly and design systems and define processes accordingly.
3. Believe in future plans and make people believe in these.

Experience

Jan 2015 -

Trio İnsan Kaynakları Danışmanlık

Founder

(Assessor, Organization Developer, Culture Change Manager)

Mainly focusing on "HR Transformation –Transition" projects in organizations representing various sectors such as: mining, shipyard, electricity, automotive, wood paint, chemicals.

Along with the main business line below partnerships are being established:

Assess Consultancy - Assessment and Development Projects till 2015

Linkage Türkiye - Leadership Academy Projects till 2018

Hayatın Ritmi - Emotional Intelligence coaching and training projects till 2019

MESS Eğitim Vakfı - Competency Based Interview and Recruitment training projects till 2018

May 2008 - January 2015 **Abdi İbrahim Pharmaceutical**

Human Resources Manager (2013 - 2015) – Marketing & Sales and Headquarter, Reformed, Otsuka,

Act as the business partner of above accounts (around 2200 people)

Set HR strategies according to the company vision and the execution of these strategies according to the needs and expectations of them.

Responsible from all the HR functions such as recruitment, performance management, training, expat management, organizational development and talent management, etc.

Reporting to HR Director and managing a team of 7.

Human Resources Manager – International Markets (2012- 2013)

The regions within International Markets Division include: Middle East & Far East, CIS & Balkans, Europe, North Africa and Sub Saharan Africa. (countries include Algeria, Kazakhstan, Georgia, Ukraine, Azerbaijan, Moldova, Russia, Iraq, Portugal, UK and Northern Republic of Cyprus)

A leadership and generalist role for the human resources management of all affiliates in International Markets; manages 3 direct reports (1 HR Responsible in Algeria, 1 HR Responsible in Kazakhstan and 1 in Turkey), works in a matrix organization reporting both to HR Director and Head of International Markets.

Responsible from both setting the strategy and the execution of these strategies related with the HR functions such that recruitment, organizational development, training and performance within the countries and management team of international markets. Through a perspective to partner with clients (other departments) for the achievement of strategic goals, the major roles and responsibilities such as;

- Plan Headcounts and develop yearly HR expense budgets for all countries and for Head Office International Markets Division.
- Recruit Senior Managers; also support Country Managers to recruit management staff locally within their countries.
- Lead the establishment of a performance culture by implementing goal evaluation and 360' competency assessment processes elaborately and by leveraging the know-how of management team on the subject area.
- Adapt Head Office HR SOP's to affiliated companies abroad; partner with County Managers for their implementations and the development of local SOP's when required.
- Lead the Employee Engagement Surveys; conduct focus group workshops and develop action plans.

Human Resources Manager (2008-2012)

Responsible from both setting the strategy and the execution of these strategies related with the HR functions such that recruitment, organizational development, training and performance within the whole company.

Directly reporting to HR Director, directly and indirectly managing a team of 9 people and in charge of 3 million TL annual organizational development budget.

May 2006 - May 2008 Trio İnsan Kaynakları Danışmanlık

Founder

Our services can be mainly classified under 3 headings:

- Recruitment: Determining the appropriate candidates by using methods like personality inventory, competence-based interview, foreign language test, eventually directing qualifying candidates to the company and sharing detail reports with relevant people within the company.
- Human Resources Consultancy: Implementing integrated HR systems on the basis of competencies. Defining the objectives both departmental and personal commensurate with the company's main strategies. Design performance appraisal system using balanced score card model to align business activities to both vision and strategies of the organization and monitor organization performance against these objectives. Guiding HR policies of the company by both giving coaching and by documenting these policies.
- Assessment- Development Center projects in association with the strategic partner.

June 2005 - April 2006

Koç Holding AŞ.

Human Resources Manager - Recruitment

- Maintaining the recruitment procedure in terms of selecting the convenient candidates according to the Koç Group's competencies and policies.
- Responsible of the standardization of the tools, such as inventories, cases, exercises and methods, such as competency based interviews, assessment centers, used in this process by the companies.
- Responsible from the training, development and orientation plans of the recruiters who are taking active role in the companies' recruitment processes.
- Organising different PR activities such as company visits, seminars on personal development, participations in classes as guest speakers, sponsorship of student clubs' organizations in target universities under the name of Koç.
- Responsible of the annual department budget.

Jan.2001 - May 2005

Birleşik Motor San. & Tic. AŞ. (Birmot)

Human Resources and Training Manager

- Playing a role in creating the organizational culture through organizing social activities, establishing company magazine, etc.
- In charge of the payroll management including fringe benefits, remuneration and premium systems, etc.
- Maintaining the recruitment procedure in terms of selecting the convenient candidate and arrange the last meeting with the line manager.
- Developing a competency based performance management system commensurate with the system designed by Koç Holding. And apply the salary matrix to determine the annual salary award and rate of salary progression of an individual employee.
- In charge of the succession planning that is drawn upon that performance appraisal system to meet the organizational goals.
- Responsible for all the training, development and orientation plans. Either apply the training programs herself together with the company's clinical psychologist or get consultancy from specific hr firms.
- Responsible of the annual department budget.
- Take active role in ISO 9000 project in terms of human resources processes and operations.

May 2000-Dec.2000 Dardanel Gıda Yatırım AŞ.

Human Resources Development Manager

- Maintaining the recruitment procedure in terms of selecting the convenient candidate and arrange the last meeting with the line manager.
- Assisting, maintaining and coordinating the performance appraisal system within the service and production companies to meet organizational goals.
- Responsible for organizational development.
- Assisting the director to maintain the salary system within the company. Adding the new created positions to the
- Maintaining the promotion and rotation procedures according to the career and succession planning.

June 1999–May 2000 The British International School, İstanbul

Public Relations & Purchasing Manager

- Assisting the Principal with projects
- Organizing the placement of advertisement in various publications.
- Purchasing both local and overseas goods and services.
- Informing Turkish preschool parents coming for enquiry.
- Interviewing Turkish applicants for class teacher.

1995-1999 Yüzyıl Preschool

Executive Assistant

- Responsible for internal operations and marketing.
- In charge of the quality assurance system and ISO 9001 documentation.

Responsible for customer relations.

June 1995–August 1995 Piar Gallup

Research Trainee (Internship)

- Prepare proposals and questionnaires
- Analyze research data

Education	1996–1999 Boğaziçi University Master of Social Psychology (GPA 3.1) 1991-1996 Boğaziçi University Sociology (GPA 2.80) 1984-1991 Beyoğlu Anadolu Lisesi (High School)
Keynotes	<ul style="list-style-type: none">• Bursa Peryön HR Summit (Learning Organisation -2007)• HR Dergi 7. Recruitment Summit Summit (2010)• HR Dergi 13. Performance Management Summit (2012)• NWBG HR Mastering Event (2012, 2013,2015)• İstanbul Business School (2012, 2013)
Additional Training Activities	<ul style="list-style-type: none">• Internal Auditor (KALDER) - 1994• Interactive Communication Techniques (Leyla Navaro-Nirengi) - 1996• Body Language (Leyla Navaro) - 1996• Six Hatted Thinking Techniques (Edward De Bono)- 1996• ISO 9000 Quality Assurance System (KALDER) – 1997/2001• HAY Methodology (İma Danışmanlık)- 2001

- National Quality Award Assesment (KALDER) - 2001
- NLP (Turgay Biçer) – 2001
- Neo-PIR Personality Inventory (Assess)- 2001
- İş Güvenliği Yasası (Yordam Consulting)-2002
- Management with objectives (The Balanced Scorecard)-(I.d.e.a)-2003
- EFQM Excellence Model (KALDER)- 2001/2003
- Self-assessment training (KALDER) 2003
- Labor Law (Yordam Consulting)-2003
- OPQ Personality Inventory (SHL)- 2004
- Assessment Center and Being an Assessor (Assess)-2006/2008
- Mentoring (Navitas)- 2009
- Leadership Development Program-Coaching (MCT)- 2009/2010
- Coaching Skills for Managers (approved by ICF) (Navitas)-2010
- Professional Coaching Program (ADLER)- 3 modules-2011
- Emotional Intelligence Certification (ADLER-Hayatın Ritmi)- 2019

Special Skills

Computer Software: Microsoft Office, SPSS, Auto Shop, Visio, MS Project , Oracle HR Module
 BILIN-Humanist (hr management software)
 OPQ, Neo PI-R, PXT personality inventories
 Soft skills: - Coaching and Assessment

Languages

Fluent in English and Turkish.

Hobbies & Memberships

Was a member of ULUS LEO club and took an active role in projects between 1992-1999.
 Member of BUMED