

ANU PANDEY

Phone: +91-7081006985

E-Mail:anu.pandey204@gmail.com



*An enthusiastic & high energy-driven professional, targeting assignments in **Human Resource Operations**
Preferably in **Ahmedabad***

PROFILE SUMMARY

- ❖ **Qualified MBA (HR)**, offering experience of **nearly 6 years** in **HR Operations**
- ❖ Expertise in **sourcing, selection, behavioural interviewing & relationship management**; managed all phases of full-cycle recruiting from initial sourcing and screening through offer negotiations, placement and on-boarding
- ❖ Experience in using and understanding **talent acquisition** metrics and the ability to implement strategies to **improve results**
- ❖ Established the internal HR organization; created structure and functions including **salary, payroll, legal, compliance, staffing and employee relations**
- ❖ Re-designed the human resources function to align with strategic direction; established the HR Department as a significant contributor to **business operations**
- ❖ Awarded for **Chankaya Smart Managerial Skill** in 2018 at Kaizen Hospital
- ❖ Designed and developed **recruitment strategies**; evaluated and recommended human resource outsourcing opportunities and identified potential personnel

CORE COMPETENCIES

- ❖ Talent Assessment & Acquisition
- ❖ Human Resource Outsourcing
- ❖ Policies & Compliance
- ❖ Salary & Payroll Management
- ❖ Annual Budget
- ❖ Manpower Planning
- ❖ New Hire Documentation
- ❖ Training & Development
- ❖ HR Operational Processes
- ❖ Employee Engagement Activities
- ❖ Grievance Handling

CERTIFICATIONS

- ❖ Certificate Program of Labour Law conducted by Ahmedabad Management Association
- ❖ EDP Dual Certification Courses from XLRI Jamshedpur (6 Months Duration)

WORK EXPERIENCE

Jul 19 – Present with TranzTail Auto Tech, Ahmedabad as a Assistant Manager HR

Jan'17-June 19 with Kaizen Hospital, Ahmedabad as Assistant Manager HR

Dec'13-Dec'16 with Panchwati Coloniser and Construction Pvt Ltd., Patna as HR Executive

Key Result Areas:

- ❖ Screened and shortlisted profiles as per the requirements; negotiated on salaries and finalized as per the offer
- ❖ Designed, developed and maintained the recruitment process in the organization including its description, recruitment measurement definitions and so on
- ❖ Led the integrated manpower management including strategic & operational demand management, workforce planning, talent acquisition, on-boarding, skill management including upskill & cross skill, learning
- ❖ Designed and conducted customized training programs and ensured that the initiatives are aligned with the organizational goals
- ❖ Identified and capitalized on opportunities for and carefully managed changes while providing extensive counsel, guidance, and influencing expertise

- ❖ Conducted induction and exit formalities to improve new hire on-boarding and training process resulting in improved new hire satisfaction and retention, and significant cost savings to the group
- ❖ Formulated recruitment related policies & documents
- ❖ Ensured that the annual performance and development reviews are completed in-line with company standards and performance clearly aligned to individual pay awards
- ❖ Managed attendance, overtime, leave status, advance & loan salaries of employees
- ❖ Implemented SPARSH (In-house HR Software)
- ❖ Coped legal challenges and appeals by staff in conjunction with Legal Officers
- ❖ Wrote Employee Manual covering company policies, disciplinary procedures, and code of conduct
- ❖ Ensured employee welfare, safety, wellness and health with active involvement in the development and implementation of policy documents
- ❖ Directed the performance process across the business, including development and implementation of a performance-based pay system for salary increases
- ❖ Advised management on operational, organizational development, & policy issues; created policies & crafted recommendations in compliance with local, state & federal labour regulations; resolved employee relations issues
- ❖ Provided HR leadership to the business for implementation of HR strategies in-line with business requirements, managed HR services to support the overall business strategy of the company

INTERNSHIP

Oct'13-Nov'13 with Nidhi Studio (Fashion House) as an Intern

Role: Managed the entire store operations including managing day-to-day operations, performing all the duties of a fashion designer, interacting with clients and contributing to sales of the studio.

EDUCATION

2016: MBA (HR) from Cybotech, SMU, Patna with 60%

2013: B.Sc. (FD) from NIFD, Patna with 78%

2010: 12th from Delhi Model Senior Secondary School, Patna with 78%

2008: 10th from St. Dominic Savios High School, Patna

IT SKILLS

- ❖ MS Office (Excel, Word, PowerPoint)
- ❖ Operating Systems: Windows XP, Windows 7
- ❖ Basic Languages
- ❖ Course: ADAC

EXTRACURRICULAR ACTIVITIES

- ❖ Attend 17 HR Conferences for Performance Management and Employee Engagement Activities (AMA)
- ❖ Acknowledged for completion of DNB Project and NABH Accreditation
- ❖ Got two articles & sketches published in Hindustan Times newspaper
- ❖ Bagged prize for Quiz Contest organized by Times of India

PERSONAL DETAILS

Date of Birth: 31st October 1992

Languages Known: English, Hindi