

# **CURRICULAM VITAE**

## **MANOJ KUMAR PANDAB**

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## **OBJECTIVE:**

**To get inducted into leading in Hospitality industry having best people practices and implement my knowledge, experience, ideas in best interest of the organization and myself with full dedication and to emerge as a successful leader in the future.**

## **PROFESSIONAL QUALIFICATION:**

- POST GRADUATE DIPLOMA IN ACCOMMODATION & MANAGEMENT FROM “NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY” NOIDA-DELHI**

## **ACADEMIC CREDENTIALS:**

- Master of Business Administration (MBA) from Utkal University, Odisha.**
- Bachelor Degree (B.COM) from FM University, Odisha.**
- Intermediate (I.COM) from CHSE, Odisha.**
- Higher Secondary (10<sup>th</sup>) from BSE, Odisha.**

## **COMPUTER PROFICENCY:**

<b>Operating Systems</b>	: Windows 2010.
<b>Packages</b>	: WINHMS (Hotel Management), IDS, MS-Office, Excel 2007, MS Word, Payroll Software (ZING HR)
<b>Tally</b>	: 9.0 in 2009 LCC, Bhubaneswar.

## **WORK EXPERIENCE:**

- Worked As a **Human Resources Executive** in “**RAMEE GUESTLINE HOTEL**” & Total 92 Keys (Ramee Group of Hotels & Resorts), Bangalore (07/01/2011 to 25/12/2014)
- Worked As a **Human Resources Executive (HOD)** in “**THE FERN SAMALI RESORT & Total 65 Keys**” (A UNIT OF THE FERN HOTELS & RESORTS, A MEMBER OF CG HOTELS & RESORTS), Mumbai (01/01/2015 to 10/09/2016)
- Worked as a **Human Resources Manager** in “**Singhania Sarovar Portico**” (*Pre-Opening Team Member*) (Group of Sarovar Hotels & Resorts), Raipur, Chhattisgarh. (18/09/2016 to 16/09/2018)
- Worked As a **Human Resources Manager** in “**Sterling Holiday Resorts Limited**” Subsidiary of Thomas Cook India, A Fair Fax Holding Company, Maharashtra (20/09/2018 to 01/01/2021)
- Worked As a **Human Resources Manager** in “**Best Western Plus**” (*Pre-opening Team Member*), Total 200 Keys (Group of Best Western Hotels& Resorts), Bangalore, Karnataka (02/01/2021 to 07/02/2023)
- Worked As a **Human Resources Manager** in “**Mayfair Spring Valley Resort**” (*Pre-Opening Team Member*), Total 250 Keys (Group of MayfairHotels & Resorts), Guwahati, Assam. (11/02/2023 to 10/08/2023)
- Working As a **Human Resources Manager** in “**Swosti Premium Beach Resorts**” (*Pre-Opening Team Member*), Total 125 Keys (Group of Swosti Hotels & Resorts), Puri, Odisha. (15/08/2023 to Till Date)

## **STRENGTHS:**

- Ability to deal with diplomatically.
- Dedicative & Deterministic towards my work.

- Positive Attitude having good leading skills.
- Intense working capability with high concentration for long duration.
- Versatile, self confident and honest to my duty and responsibility.
- Good presentation skills and good customer relation.

## **ROLES AND RESPONSIBILITIES:**

### **1. Recruitment**

- Coordination with Technical panel and understanding their requirements, defining job position.
- Resourcing screening and short listing resumes through various job portals or else internal reference head hunting.
- Short listing the resumes based on desired skills and experience.
- Advertising vacancies, screening and short listing resumes.
- Conducting telephone and personal interviews in coordination with departmental heads.
- Preparing offer letter, employment contract and job descriptions, completing joining formalities and documentation.

### **2. HR Administration :**

- Preparing Full & Final settlements, PL Calculation, Leave Salary and all employee benefits.
- Compilation & processing of attendance data in attendance system.
- Processing Monthly attendance muster for workers, Trainee's & officers.
- Maintaining employees personal files and records, communicating HR policies & across the organization at all levels.
- Designed policies and various HR forms and induction program.
- Maintaining Exit Interview.

- Tracking attendance, Maintaining leave records, PF record, Issue Letter etc.
- Preparation of full & final settlement generation of experienceLetter, Relieving Letters.
- Keeping track of confirmation, Appraisals, and Increments of employees.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, absenteeism notice , warning letter, showcase notice, experience or service certificate, reliving letter etc.

### **3. Employee Engagement.**

### **4. Celebrations – Festivals and other company events.**

- Effectively managing welfare measures, management – employee gettogether, Picnics & parties.
- Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiatedregular birthday mailers & celebration policy.
- Maintaining Leave Card.
- Preparation of MIS Report.

### **KEY SKILLS & COMPETENCIES**

#### **Administrative**

- ❖ Knowledge of human resources policies, rules and regulations.
- ❖ Maintaining confidentiality regarding Human Resources related issues.
- ❖ Ability to prepare and maintain accurate records.
- ❖ Creating and updating personnel, payroll and accounting informationin spreadsheets.
- ❖ Writing reports, business correspondence, and procedure manuals.
- ❖ Proficient with MS word & Excel.

### **PERSONAL DETAILS:**

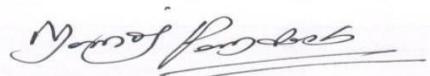
Name : Manoj Kumar Pandab  
Father's Name : Raja Ram Pandab  
Date of Birth : 18/04/1988.  
Sex & Status : Male & Married.  
Language Known : English, Hindi & Odiya,  
Nationality : Indian.  
Religion : Hindu.

### **DECLARATION**

I hereby declare that the above furnished details are true to the best of my knowledge and belief.

**Date:**

**Place:**



**(Manoj Kumar Pandab)**