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SUMMARY

A highly motivated employee eager to embrace new challenges. Possesses a robust work ethic, adaptability, and outstanding interpersonal skills. Skilled in working efficiently without supervision and rapidly acquiring new abilities.

SKILLS

- MICROS (OPERA)
- MICROSOFT OFFICE
- WINHMS
- BIOMAX
- ONEX
- INES
- HONO
- ECOBILLZ

EXPERIENCE

December 2023 - Current

Cluster Assistant Manager - Talent & Culture Raffles Jaipur & Fairmont Jaipur | Jaipur, IN

- Managed payroll administration effectively(Payroll processing, Attendance, Leave Administration, Full & Final Settlement, Increment/Promotion, Insurance, Compensation, etc.)
- Facilitated training materials for newly onboarded staff, led informative orientation sessions outlining company policies, job descriptions, etc.
- Managed probation and confirmation of employees.
- Managed taskforce coordination and communication between various hotels within Accor, ensuring efficient agreement-making and end-to-end process.
- Facilitating negotiation with outsourced vendors for agreement creation.
- Compiled reports detailing personnel activities such as hiring, terminations, transfers and promotions.
- Provided guidance to employees on work-related matters and managed employee relations issues such as grievances and complaints.
- Assisted in facilitating employee transfers and referrals.
- Conducted exit interviews to analyze reasons behind employee attrition and processed employment termination paperwork.

October 2023 - November 2023

Assistant Manager - Talent & Culture Fairmont Jaipur | Jaipur, IN

- Managed payroll administration effectively(Payroll processing, Attendance, Leave Administration, Full & Final Settlement, Increment/Promotion, Insurance, Compensation, etc.)
- Maintaining payroll records to ensure accuracy of information submitted by employees.
- Streamlined onboarding process to enhance new employee orientation and reduce time-to-competency.
- Enhanced HRIS functionality
- Managed collaboration with manpower consultant to ensure efficient recruitment process
- Managed and fostered vendor relationships, ensuring seamless operations, invoice processing, compliance adherence, and effective manpower allocation.
- Streamlined leave processes and conducted orientations for new hires.
- Managed and organized employee welfare activities to enhance company culture and boost team morale.

October 2022 - September 2023

Talent & Culture Executive Fairmont Jaipur | Jaipur, IN

- Led comprehensive recruitment process, emphasizing on quality and developing robust partnerships with hiring managers to comprehend their staffing demands and expedite fulfillment of openings.
- Prepared reports on employee turnover rates, benefit utilization trends, and other HR metrics.

- Evaluated job descriptions for accuracy and relevance to current roles within the organization.
- Collaborated with other departments to ensure that operational objectives were met in a timely manner.
- Engaged in career fairs and targeted events to enhance job prospects
- Managed personnel records, including hiring documents and leaves of absence forms, utilizing HRMS software.
- Ensured accurate salary and benefits payment through close collaboration with the payroll section.
- Managed the coordination of outsourced manpower with vendors and ensured efficient invoice processing.

October 2021 - September 2022

Talent & Culture Coordinator Fairmont Jaipur | Jaipur, IN

- Managed and fostered vendor relationships, ensuring seamless operations, invoice processing, compliance adherence, and effective manpower allocation.
- Managed the entire recruitment process.
- Onboarding of new joiners.
- Processed new hire, benefits in a timely and efficient manner.
- Recognized as the INES Champion for Recruitment Portal.
- Coordinated and managed relationships with an outsource manpower consultant.
- Managed and handled relationships with third-party contractors.
- Organized and executed employee welfare initiatives.
- Created multiple Human Resource reports for tracking employee data.

May 2022 - July 2022

Cluster Talent & Culture Coordinator - Task Force Raffles Doha & Fairmont Doha (Pre-Opening) | Doha, Qatar

- Assisted in the recruitment, interviewing, and hiring process of new employees.
- Managed confidential data with utmost sensitivity and discretion.
- Coordinated employee engagement activities to enhance team morale and increase productivity.
- Maintained accurate and confidential HR records.
- Conducted onboarding processes and supervised employee paperwork.
- Contributed to the establishment of effective housing policies.

August 2021 - October 2021

Talent & Culture Intern Novotel Lucknow Gomti Nagar | Lucknow, IN

- Organized and maintained a secure database for personnel records.
- Provided administrative support to the Human Resources department by performing tasks such as filing, data entry, and record keeping.
- Organized and stored employment forms and information.
- Assisted in recruitment by posting job openings, screening resumes and scheduling interviews.
- Conducted interviews with job applicants to gather details on their work history, education, and job skills.

December 2020 - July 2021

Guest Service Associate - F&B Service The Leela Palace Jaipur (Pre-Opening) | Jaipur, IN

- Utilized skills as a Private Dining (IRD) Associate

- Prepared tables for service by setting up linens, silverware, and glassware.
- Exemplified strong knowledge in menu items encompassing ingredients, cooking techniques, serving styles, portion measurements, and garnishing techniques.
- Managed order punching and bill settlement through utilization of MICROS system.
- Maintained and managed inventory efficiently.

June 2018 - July 2018

Vocational Trainee The Gateway Hotel, Agra (Tajview SeleQtions) |
Agra, IN

EDUCATION

June 2020

Bachelor of Science | Hospitality and Hotel Administration
Punjab Technical University, Mohali

March 2017

Senior Secondary Education
Jawahar Navodaya Vidyalaya, Agra

MBA | Human Resources
Chandigarh University, Chandigarh

LANGUAGES

Hindi: First Language

English:  C2 **Malayalam:**  A1
Proficient (C2)

Punjabi:  B2
Upper Intermediate (B2)

AWARDS

- Employee of The Month January 2024.
- Rising Star of the Year 2022 - 2023.
- Nominated for Executive of the Year 2022- 2023.
- Employee of the Month September 2023.

REFERENCES

- Mr. Deepak Badola, Cluster Director of Talent & Culture, Fairmont Jaipur & Raffles Jaipur, +91 8003999902
- Mr. Selven Murden, Cluster Director of Talent & Culture, Raffles Doha & Fairmont Doha, +974 50238025
- Mr. Jaiveer Singh Rathore, Director of Human Resources, JW Marriott Kolkata, +91 9828262636