

JAY PANDEY



OBJECTIVE

To seek an organisation where I can utilise my skills to produce the best of my ability in order to ensure self and the organisation's growth.



EXPERIENCE

Dilli Da Zaika Restaurant, Bhopal

April 2017 - March 2020

Owner

Develop, implement, monitor and evaluate the restaurant's marketing communications strategy for advertisement, promotions, public relations, graphics and collateral to support the marketing objectives targeting maximisation of the restaurant's positive exposure in local as well as national markets. Manage and implement tactical promotions and offers to drive incremental revenue. Manage the teams of chiefs and hospitality staff.

Oyester Networking

July 2013 - March 2017

Project Manager

Manage all projects, assigned project leaders and reported project status to senior management. Developed all process to design and launch new products. Mentored, coached and instructed inexperienced project leaders to manage their projects. Managed financial tracking of project budgets to compare budgeted against actual cost.

Prime One

Dec 2010 - June 2013

HR

Handling Talent Acquisition for the company. Point of contact for employees for pre training to staff Recruitment, HR policies & procedures. In-line and conduct preliminary interview (Face-to-face / Telephonic). Negotiating with the candidates, Identifying candidates on the basis of technical requirements, scrutinising resumes, scheduling interviews & verifying candidate's credentials and expectations. Manage the entire cycle of training and development, training needs identification & analysis, Organising training programs.

Bajaj allianz life Insurance

May 2009 - Nov 2010

Assistant Manager (AM)

Strong experience in areas like Branch Management, customer service, claims and Renewals chasing activities. Team Handling 4 branches with 20 team members in operations, accounts, administration, and security etc.



EDUCATION

Barkatullah university

2004

Bachelor of Arts

MP Board

2001

Higher Secondary

MP Board

1999

High School



CONTACT



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SKILLS

Management

Leadership

Recruiting

Marketing

Hiring

Strategy

Microsoft office

Corporate events

Business Development

Event planning

Payroll



LANGUAGE

English

Hindi