



Prashant Bajpai

An Achievement-driven professional targeting managerial level assignments in **Human Resource Management** with an organization of high repute



Buggs2011@gmail.com



<https://www.linkedin.com/in/prashantbajpai/>



+91-9558610703

Currently working with **DIC India Limited**, a part of the largest manufacturer of printing Inks and Allied chemicals, DIC Corporation. DIC India is one of the largest companies in Indian Printing, Publishing and Packaging Industry segment, serving the top - of- the- line Newspaper, Magazines, Packaging and Printing establishments in Country.

Year	Qualification	Institution	Subjects	CGPA/%
2012	PGP	IILM Institute of Higher Education, Lodhi Road	Major HR ,Minor IT	2.72/4
2010	BBM (Bank Management)	Madras University	(Business Economics, Practice and law of banking paper 1&2, Business mathematics)	62%
2007	XII (CBSE)	K.V. Koliwada (Mumbai)	Commerce with Math (Main Subjects include Accountancy, Business studies, Economics, Mathematics)	75%
2005	X (CBSE)	K.V. Koliwada (Mumbai)	English, Hindi, Mathematics, Science, Social	69%



Organizational Experience

DIC India Limited (DIC Corporation) 550 Permanent Employees		Assistant Manager HR	Dec 2014
Description	<p>Human resource professional handling a role Corporate HR handling a team of HR Business Partners.</p> <p>Talent Acquisition : Responsible for Talent acquisition (Lateral & Trainee) for PAN India across levels. Few of the work done includes: Streamlining of Recruitment Policy and ensuring execution of the same. Cost Saving of more than 50 Lac on an average for a year.</p> <p>Learning & Development : Responsible for Learning & Development plan of the company. Major assignments are: Learning & development Policy formation. Formulation of Training calendar & modules for execution of the same. Implementation of Digital learning (LMS)</p> <p>Budgeting & Payroll : Handling budgeting for HR and payroll administration. All compliances related to Payroll and Audit handling.</p> <p>Performance Management : Part of team of two for performance management system. Major tasks handled : Change from MBO to Balance score card linking Performance Management system with short term Organizational Goals.</p> <p>Talent Management : Job evaluation through Mercer job evaluation study. Handling 1 HIPO project Developed reward & recognition policy. Higher education policy formulation and execution.</p> <p>HRIS : Implementation of HRIS. Modules like Payroll, Workforce administration, Performance Management, Training Management</p> <p>Project : handling a project on Building on "Innovation" Model as a part of our culture. Developed & Trained HR Business partners for HRIS administration.</p>		

GHCL Ltd (Home Textile Plant) A Dalmia Group Enterpris		Assistant Manager - Human Resource	June-2012- Dec 2014
Description	<ul style="list-style-type: none"> Reporting to Head HR and undertaking all HR activities Like Recruitment & Selection, Training & Development, Performance Management, Employee Compensation & Benefits, People Process, Policies Implementation, Change Management, Building up of culture based organization, Grievance Handling, Pay roll monitoring and MIS. Focusing on Developmental HR with transactional HR for entire division to build a unique culture based organization where talent and knowledge is being given first preference. 		



Internships & Live Projects

L&T MHI Boilers Pvt. Ltd (Faridabad)		Human Resource	2nd May2011 - 2nd July 2011
Description	Handling end to end Talent Acquisition		
Learning	Negotiation, Punctuality, Relationship Building, workings in pressured environment		
L&T MHI Boilers Pvt. Ltd (Faridabad)		Human Resource	27th Dec 2010 - 30th April2011
Description	Looking after people process management in Manufacturing Industry		
Learning	Payroll, Time administration, Generation of Employee ID(SAP HRM Module)		
Indian Overseas Bank (Chennai)		Customer Support	Jan 2009 - Feb 2009
Description	See how entries are being made of withdrawal and deposits		
Learning	Learned about day today activities in the bank		

KEY ACADEMIC PROJECTS

A Project on causes of employee satisfaction in an organization and the strategies adopted for the same

Report on our findings of Corporate Governance Analysis, Stock holder Analysis, Cost of Capital, Investment Return Analysis, Capital Structure Choice, Optimal Capital Structure, Dividend Policy of Exide India

Project on the "Recruitment process" in an organization

SAP certification for HCM module

POSITIONS OF RESPONSIBILITY

President of the Debating Society and most prestigious event "Vivekananda memorial debating" of IILM

A part of editorial board of the magazine "I Talk" Of IILM

Member of National Human Resource Department and attended a meet on "challenges faced by young Women in Corporate World" held on 9th march 2011

Active member of "Green Peace", NGO

Captain of Basket ball and Hand ball team representing University at graduation

School Sports captain

ADDITIONAL INFORMATION

Hobbies – Photography, Music ,Basketball & reading.