

**HEMANT KUMAR PANDEY**

59/4 Marla, Model Town, Gurgaon

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**Experience Summary :**

Having 16 + years pf experience in Human resource and Administration.

**Carrier Movement:**

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**Go Alubuild Pvt. Ltd, Gurgaon**

**From January 2018 to till date**

It is a Façade fabricating company, specialized in consultancy, design, engineering, façade fabrication and installation for commercial, residential buildings and retail malls.

**Job Position : Manager – HRD and Administration**

**Position Summary**

- Managing Payroll and ensuring timely & smooth disbursement of wages.
- Managing & ensuring compliances and timely filing of the statutory returns as per prevailing applicable laws like Minimum Wage Act, Payment of Bonus Act, Employees' Provident Fund & Miscellaneous Provisions Act, Employees State Insurance Act, The Contract Labour (Regulation and Abolition) Act.
- Managing employees' performance appraisals, confirmation & promotions.
- Manage manpower planning and selection process.
- Motivation and preservation of human capital development and monitor.
- Reviewing and monitoring timely implementation of HR policies.
- Manage exit process, including exit interviews and providing innovative solutions to improve retention rates.
- Addressing the employees & Management issues and act to obtain the right decision and contribute to maintain a good work atmosphere.

**Administrative Management:**

- Identifying contractors, managing outsourcing partners and reviewing & finalizing their contracts.

- Looking after requirement for change /setup office infrastructure and liaise with concerned contractor /vendor.
  - Conduct service level evaluation of certain vendors and recommend to Management.
  - Managing and arranging security, office assets, housekeeping, transport, courier, printing, travel, hotel, ticketing, visa etc.
  - Providing the effective administrative support and touch point for employee relations.
  - Plan, Prepare and submission of monthly compliances with client to release monthly billings.
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**Lixil India Pvt. Ltd., Gurgaon**

**From February 2006 to 30 Nov. 2017**

Group companies of Lixil Corporation- Japan. It is a façade engineering and aluminium doors and windows company, specialized in consultancy, design, engineering, fabrication and installation of aluminium doors & windows and glass curtain walls for commercial /residential buildings and retail malls.

**Job Position: Manager HR Compliance**

- Managing & ensuring compliances and timely filing of all the statutory returns as per prevailing applicable laws like Minimum Wage Act, Payment of Bonus Act, Employees' Provident Fund & Miscellaneous Provisions Act, Employees State Insurance Act.
  - Plan, Prepare and submission of monthly compliances with client to release monthly billings.
  - Managing manpower contractor bills and Coordinate with them for timely submission of compliances.
  - Managing and liaising to obtain and renewals of various licenses like Factory license, BOCW, CLRA, ShopAct, etc.
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**Vision India Pvt. Ltd., Delhi**

**March 2005 to January 2006**

A company involved in designing and printing of posters, banners, books, magazines, news paper, boxes and packaging.

**Job Position: HR Executive**

**Position Summary**

- Compile and update employee records.
  - Deal with employee requests regarding human resources issues, rules, and regulations
  - Maintain Attendance register, leave register etc.
  - Assist in payroll preparation by providing relevant data (attendance, absences, leaves, etc)
  - Coordinate communication with candidates and schedule interviews and coordinate necessary documentation.
  - Conduct initial orientation to newly hired employees
  - Record keeping and arranging office stationary, coordinating for printing of various forms and formats.
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### **Training / Apprentice programme attended**

One year apprenticeship training at M/s Indian Telephone Industries Ltd, Mankapur U.P. in the year 2000 for 1 year in Personnel Department.

M/s Indian Telephone Industries Ltd is a Govt. of India undertaking and it is manufacturer of Telephone instruments and Telephone Exchanges.

### **Role as an Apprentice**

Assisting to Manager HRD in day to day matters, drafting various communications, maintaining and updating attendance record, employee data, joining and exit records and filings.

### **Short Training Attended**

- Supervisory development programme
- Stress Management
- Glass Training Programme
- Time management
- ISO
- Communication Skill

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### **Personal Dossier**

- Proactive, problem solving skills with the ability to develop tangible solutions.
- Strong relationship building skills.
- Handle multiple assignments and consistently reach targets by planning and time management in order to meet deadlines within the area of responsibility.
- Effective working and dedicated with a positive attitude.
- Positive Traits, Honest, hard worker, sincere & self-starter with leadership skills, team worker, positive thinking and result oriented with good observation skills.

### **Educational Qualification:**

: MBA – HR & Finance from Swami Vivekanand Subharti University, Meerut Uttar Pradesh. In the year 2022.

: B.Com. from Kumaon University Nainital in the year 2004.

: Diploma in Commercial Practice/ office management from Govt. Polytechnic Nainital (Technical Board Lucknow) in the year 1999.

### **Personal Information**

**Date of Birth** : **08 September 1978**

**Marital Status** : **Married**

**Nationality** : **Indian**

**Languages Known** : **English & Hindi**

Date & Place: .....

(HEMANT KUMAR PANDEY)