**CURRICULUM VITAE**

**HIMANSHU PANDEY**

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**Manager level assignments in HR Admin, Training with an organisation of repute**

**PROFESSIONAL SNAPSHOT**

* **MBA** from **DAVV** and professional experience of **5 year** in HR Management and

Channel Management.

* **Working with CENTURY 21 TOWN PLANNERS PVT. LTD. Worked in SANGHVI FOODS Pvt Ltd, Worked in TATA AIG Life Insurance Company Ltd.**
* Deft in handling all **HR Management Activities**, analysing market trends & establishing healthy & prolonged HR relations with Employees.

**AREAS OF EXPERTISE**

**HR Management & Admin**

* Managing the HR Management operations to maintain and develop HR policies, ensuring compliance and to contribute the development of corporate HR policies.
* Co-ordinate the design, implementation and administration of human resource   
  policies and activities to ensure the availability and effective utilization of human resources for meeting the company's objectives.

**Team Management / Training**

* Evaluating the performance of team members to ensure process efficiency and meeting of individual & group targets.
* Recruiting training and monitoring the performance of team members to ensure efficiency in sales operations and meeting of individual & group targets.

**WORK EXPERIENCE**

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| **Mar’13** | **Till now with C21 MALL, Indore as HR Manager** |

**Company’s Profile**:

* **CENTURY 21 TOWN PLANNERS PVT. LTD. - C21 MALL is one of the leaders in Malls in Madhya Pradesh.**

**Responsibilities**

* **Screens job applicants, hires new employees, and recommends promotions, transfers, and dismissals.**
* **Reporting directly to MD for HR Admin functions.**
* **Attends staff meetings to discuss company policies and patrons complaints.**
* **Ensure a motivational climate in the organization, including adequate   
  opportunities for career growth and development.**
* **Salary and Wages Management of Employees.**
* **EPFO & ESIC Management of Employees.**
* **Manpower Planning.**
* **Responsible for overall centralized HR Admin function.**
* **Ensure appropriate communication at all staff levels.**
* **Training & Development.**
* **Performance Appraisal.**
* **Transfer Formalities**
* **Handling Awards**
* **Exit Formalities and handling Full and Final settlement**
* **Physical File Management**
* **Maintain HR statutory compliance**
* **Handling End to End HR operations internal and external Audits.**
* **Training the Team members for improved performance**
* **Publishing the training calendar**
* **Identifying internal trainers**
* **Co-ordinate with the teams to get the nominations for the training**
* **Checklist creation**
* **Take care of the Venue arrangements**
* **Collection of attendance & Training feedback forms**

**Employee Relation and Employee Engagement activities:**

* **Handling queries of the employees.**
* **Meet employees across various levels at regular intervals at both formal and informal forums to access the employee satisfaction level. Such meetings provide an open forum for the various teams to come out problems and find out possible ways to solve them.**
* **Conducting Group Meeting: Select a team excluding their managers and discuss issues base on problems faced within the team, and other general issues.**
* **Conducting One on One Meeting: Select employees at random from various departments and discuss issues on one to one basis.**
* **Conduct presentations through external speakers on various issues of interest to employees like tax planning, health talks, spiritual talks, environmental talks etc.**

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| **Sep’10** | **Mar’13 with SANGHVI FOODS PVT LTD , Indore as HR Senior Executive** |

**Company’s Profile**:

* **SANGHVI GROUP of Companies is one of the leaders in wheat flour milling**

**in India.**

**Responsibilities**

* **Performance Appraisals System**
* **Recruitment and Manpower Planning & Budgeting**
* **Employees handbook, Orientation & Induction**
* **Compensation Management**
* **Statutory Compliances**
* **HRM Policies and Procedures**
* **Attendance management.**
* **Payroll management.**
* **Employee grievances.**
* **Employee Engagement.**
* **Admin work.**

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| **Sep’09** | **Jan’10 with TATA AIG LIFE , Indore as Assistant Business Development Manager** |

**Products Handled: -** Life Insurance Policies & Health Solutions.

**Company’s Profile**:

* **TATA AIG life Insurance Company Ltd are an LI Company doing business in Life Insurance.**

**Responsibilities**

* **To Recruitment the Advisors.**
* **Frequently travelling to assign areas to meet the existing Advisors and discusses the present & future Business strategy.**
* **Developing, appointing new business partners.**
* **Managing Sales and Marketing Operations.**
* **Ensuring accomplishment of set Business target’s.**
* **Dealing with training and performance of agents.**

**ACHIEVEMENTS**

* College **President** in 2006-2007.
* College **Secretary** in 2005-2006.
* College **sports president** 2004-2005.
* Represented college in D.A.V.V. youth festival in2005 & 2006.

**ACADEMIC CREDENTIALS**

* **Master of Business Administration, (MBA) Institute of Management Studies** from **DAVV**, Indore (M.P.).
* **Bachelor of Commerce** from **DAVV**, Indore, (M.P.).
* **XII** from MP Board, MHOW .
* **X** from MP Board, MHOW.

**PERSONAL PROFILE**

**Date of Birth :** 8th March, 1986

**Marital Status :** Married

**No. of Dependents :** 5

**Address :** 2203/A, Shri Nath Kunj, Sec-D, Sudama Nagar, INDORE (M.P.)