**ANKIT PANDHIJA**



**Permanent Address:- 101,Royal Nirmal Crown Appt., 39,Khandari**

**Road-Agra (U.P.)**

**Phone number:- 09997768555**

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***A career in the field of HR & Finance,* *which allows me to add to my knowledge base to benefit the organization and result in personal growth.***

***Professional Synopsis***

* + **Skilled at handling day to day wealth management and client servicing activities in co-ordination with internal / external departments.**
  + **Successful in building relations with decision makers, resolving critical problem areas and delivering client commitments on timely basis.**
  + **Good knowledge of recruitment, performance appraisal, grievance procedure, decision procedure.**
  + **Proficiency at grasping new concepts quickly and utilising it in a productive manner.**
  + **An effective communicator with excellent interpersonal & relationship building skills.**
  + **Actively involved in organising various events at work, school and college level.**
  + **Assist with all internal and external HR related matters.**
  + **Attendance & Payroll (PF & ESI) Management .**
  + **Employee Engagement activities, Rewards & Recognition.**
  + **Manage Employee welfare, safety, wellness and health Insurance Program (Medical and Critical Insurance).**
  + **Handling Full-cycle recruiting procedure .**
  + **Ensure maintenance of all applicable labor laws & coordinate HR Audits, Support the team in conducting training needs assessment for employees across levels .**

***Organizational Scan***

**Work Profile**

**Company: - Hotel Ramada Plaza, Agra**

**Designation: - HR Manager (November 2021 – till present)**

**Designation: - Assistant Manager - HR (August 2018 – October 2021) (Acting Hod)**

**Designation: - HR Executive (May 2014 – July 2018) (Pre-Opening Team Member)**

**Responsibilities:-**

**a- Recruitment - Job Description, Identify the Competencies required, Identify the source of hiring, Interview the candidate, Coordinate the interview with the respective department and if the selected than complete the documentation.**

**b- Operations- Joining formalities,** **Handling Employee Database (Both in Soft Form and Files Management), Leaves and Attendance Management, Handling the payroll, Confirmations, Performance Appraisals, Performance Management, Exit-Interviews & Full and Final Settlement.**

**c- Employee Relation -** **Handling all the queries of the employees. Be it related to Salary, Leaves, Attendance, and Transfer etc., they are expected to stop all type of rumours and misleading communications, they should motivate the employees on day-to-day basis.**

**Company: - Birla Sun Life Insurance**

**Designation:*-* Agency Manager (December 2011 – May 2012)**

**Responsibilities**

**To recruit quality advisors (free lancers)& support / train them to enable them procure insurance policies from the market & subsequently service the cusomers.**

**Principal Accountabilities -**

**1. To recruit good quality prospective insurance advisors and ensure that they acquire licensing in order to achieve the sales target set by the company.**

**2. Ensure that the advisors achieve business targets set for them.**

**3. Provide on the job training & manage and monitor performance of advisors so that they can achieve their goals**

**4. Relationship Management.**

**5. Maintain persistency for the policies procured by team of advisors to overall achieve the profitability of the team**

***Certifications***

* **Certification in Software Programming from APTECH COMPUTER EDUCATION.**
* **Certificate of participation in the National Conference (2010) on “Climate Compatibility of Businesses in 21st Century” conducted by Hindustan Institute of Management & Computer Studies.**
* **Certificate of participation in the International Conference (2011) on “Happiness & Well- Being : Role of Management Education” conducted by Hindustan Institute of Management & Computer Studies.**
* **Certificate of participation of workshop on “Self & Career Development” by HR Club.**
* **Certificate of participation of workshop on “SPSS” for Project Data Analysis.**
* **Certificate of participation of in” APEX Training Program”(2012) in *BIRLA SUN LIFE INSURANCE.***
* **Certificate of participation of in “IRDA Refresher”(2012) in *BIRLA SUN LIFE INSURANCE.***

***Research Project***

**Title : Study of the Job Satisfaction At SGI**

**Scope : Analysis of the job satisfaction among the employees of the SGI among the different factors in the working environment .**

**Time Period : IV the semester of MBA**

***Internship Program***

* + **Title : Comparative study of reliance mutual funds & their products.**

**Organisation : Reliance Mutual Fund, Agra**

**Duration : 1.5 months**

**Scope : The project involved market analysis.**

***Scholastics***

1. **MBA in Human Resource and Finance from Hindustan Institute of Management and Computer Studies (Affiliated to UPTU) with a aggregate of 65%.with a batch of (2009 – 2011)**
2. **Bachelor Degree in Commerce with 60% from Dr. Bhim Rao Ambedkar University Agra.**
3. **12th (ISC) with 67% from St. George’s College, Agra.**
4. **10th (ICSE) with 57.3% from St. George’s College, Agra.**

***IT Skills – Windows, MS Office & Internet Applications***

**Proficient in MS Office and Internet, IDS Fortune Next 6i, Applications, web designing and software programming.**

***Personal Details***

**Name: Ankit Pandhija**

**Father’s Name: Mr. Suresh Kumar Pandhija**

**Date of Birth: 28th March, 1986**

**Personal Interest: To Play Cricket, Watching Television.**

**Permanant Address: 101, Royal Nirmal Crown Appartment, 39,**

**Khandari Road, Agra (U.P.)**

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***Declaration***

I here by declare that the information provided by me is authentic and correct to the best of my knowledge.



Date:-- (Ankit Pandhija)