



AKHILESH K PANDEY

Director - Human Resources

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SUMMARY

Success driven professional with 12 + Years of experience as a Human Resources Position, where I can well adapted candidate with cutting-edge knowledge of Human Resources principals seeking a HRM position, Bringing top notch capacity to professionally handle various human resource task and responsibility.

KEY HIGHLIGHTS

- Recruitment Selection & On boarding
- Employee Relation Grievances
- Employee Engagement
- Performance Management
- Manpower Budgeting, Payroll Management
- Statuary & compliances
- Training & Development

PRESENT JOB RESPONSIBILITY

- To ensure that the company HR operational policies and processes are adhered to and continually improved.
- To assist in all activities concerning the sourcing & recruitment of staff, performance management, staff discipline and HR administration.
- To coordinate all matters of employee work permits and visas.
- To coordinate and / or conduct departmental training and conduct new hire hotel orientation program.
- Implement corporate policies and procedures on compensation, incentive, bonus and benefits.
- Continually assesses employee morale by analysing absenteeism and turnover records, lateness and resignations.
- Coordinate and oversee all matters related to staff accommodation, facilities, and transport.
- Coordinates controls and inspects employees accommodation, staff canteen, rest rooms etc. ensuring it is of the highest possible standard of cleanliness and comfort.
- Coordinate employee wellness and safety programs.
- Conduct needs analysis, develop, implement, and monitor training programs and materials.
- Encourages a good standard of employee conduct and behaviour and coordinates disciplinary procedure as and when necessary.

- Ensures appraisals are carried out for every employee every 12 months or as per hotels management policy, and also reviews all appraisals and follows up on development needs, if required.
- Assist in communication of key messages to all staff.
- Assist in recruitment and hiring of all employees.
- Ability to remain calm and courteous in demanding situations.
- Assists with and ensures that all procedures concerning promotion, transfer and staff resignation is carried on within Company policy and also within legal boundaries.
- Assists in developing and conducting management training on a variety of leadership and HR topics.
- Assists in overseeing preparation of reports required by government agencies.
- Oversee Workers Compensation programs, ensuring claims and reports are submitted in a timely basis.
- Support operational efforts through proper staffing and training of associates.
- Assist with planning, coordinating and executing employee activities and events, including monthly staff meeting, food festivals, annual picnic, holiday party, Wellness Fair, farewell party, community services etc.
- Issue staff or training experience and conduct certificates.
- Assists in the administration of the Hotel's social and staff benefit programs Eg: Employee of the Month, Leader of the Month, and other staff incentives.
- Provide guidance to the leadership team regarding employee morale, employee relations, coaching, counselling and discipline.
- Promote employee communication activities and channels, to encourage and enable feedback from staff.
- Maintain a positive relationship with staff representatives and ensure any employee grievances are monitored and resolved.
- Oversee the management of the recruiting process including position management, advertising, working with community agencies.
- Develops and maintains confidential departmental staff and associated files, documents, pay scale details and/or other important databases.

WORK EXPERIENCE

Designation : Director of Human Resources

Organisation : Vipraj Solutions Pvt Ltd

Company : 7th Jan.2021 To till date

Designation : Head of Human Resources

Organisation : Sea Princes Hotels & Properties Pvt Ltd Juhu Mumbai

Property Details: 117 Rooms 4 Banquet Hall 600 Capacity | Geon & Khayma Restaurant
| Gravity Night Club.

Work Duration : 15th Nov 2019 to 5th Jan 2021 (1 Years 3 month)

Designation : Manager Human Resources –Corporate

Organisation : Suba Group of Hotels Lower Parel Mumbai

Property Details: 10 Property | Mumbai | Gujarat | Dubai

Work Duration : 9th December 2018 14th Nov.2019 (11 Months)

Designation : Assistant Manager Human Resources Corporate

Organisation : Ramee Group of Hotels Pvt Ltd. Juhu Mumbai

Property Details: 47 Hotels India | Dubai | Bhain | Oman |

Work Duration : 21st Feb 2017 to 10th Oct.2018 (1 Year 8 Months)

Designation : Assistant Manager Human Resources Corporate

Organisation: Royal PalmsIndiaPvt Ltd. | Palms Hotel | Imperial Palace Hotel Goregaon Mumbai

Property Details: 475 Room Property Imperial Palace | 375 Rooms Property Palms Hotel & Convention centre | 9 Convention Hall Capacity of 2000 person | Adventure Park | Real-estate Builder

Work Duration : 1st Nov 2014 to January 2017 (2 Years)

Designation : Senior Executive HR & Admin

Organisation : Sanmour Pharma Pvt.Ltd. Thane Mumbai

Work Duration: 5th January 2010 to 28th Nov 2014 (4 Years 11 month)

Designation : Human Resources Executive

Organisation: Reliance HR Services Pvt Ltd. Bandra Kurla Complex Mumbai

Clint: Reliance Telecommunication | Reliance General Insurance

Work Duration: 23rd Feb 2007 to 7th Oct 2009 (2 Years 8 Months)

EDUCATIONAL QUALIFICATION

- **MBA – Human Resources & Procurement Management | NITMS Nagpur Maharashtra | A Grade) 2013-15**
- **BACHOLER OF ECONOMICS – Dr.R.M.L.University Faizabad (2nd Division) 2005 To 2008**
- **10+ 12th - Commerce | Uttar Pradesh Board | 2003 to 2005 | 1st Division |**

PROFESSIONAL DIPLOMA

- **Professional Diploma of International Business Management | European Open University |**
- **PGDCA – Computer Application| NIMS University Jaipur (A Level) 2011-12**
- **Diploma of Hotel Management | European Open University|**

PROFESSIONAL& ADVANCED CERTIFICATION

- **Professional Certifications of Human Resources Management | European Open University**
- **Labour Law – Advance Certification of Labour Law | IIBMS Mumbai 2020-21 | A Grade**
- **Leadership Management - Advance Certification | IIBMS Mumbai 2020-21 | A Grade**
- **Professional certification of Managerial Economics | European Open University**

CARRER ACHIVMENT

- **Certificate of Participating Leadership of Excellence awarded by American Express with Harvard business school 2018**
- **Professional Certification of Recruitment ,Payroll & Appraisal Management| Jaipuriya School of Business Management Indrapuram Ghaziabad**
- **Professional Certification of Organizational Behaviour and Human Resource Management| GIBS Business School of Management Bangalore**
- **Successfully completed online Participation of Project Management The Open University U.K**
- **Successfully completed below mention pre-opening project**

RAMEE GUEST LINE HOTELS PUNE, BANGLORE | RAMEE GRAND BHARAIN | CAFÉ TANATAN JUHU | BOMBAY ADDA –BANDRA, R-ADDA JUHU | THE PARK JUHU | GRAVITY JUHU

KNOWLEDGE OF JOB PORTAL

- Naukari.com
- Shine.com
- Times Job.com
- Indeed.com
- Monster.com

HRMS SOFTWARE

GREAT HR | IDS PAYROLL | SARAL PAYPACK | ALIF PAYROLL | V-PAYROLL | SAP PAYROLL

COMPUTER SKILLS

Microsoft Office | Microsoft Word | Microsoft Powerpoint | Microsoft Outlook

CIVIL STATISTICS

Father Name	Mr.Keshari Prasad Pandey
Mother Name	Mrs.Moorati Pandey
Date of Birth	14 th Oct.1985
Age	35 years
Gender	Male
Marital Status	Married
Nationality	Indian
Religion	Hindu
Languages	Hindi, English, Marathi
Hobbies	Online Study , Playing Cricket ,Woolly ball , Driving



AKHILESH KUMAR PANDEY

DATE: ____/____/2021

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