

CURRICULUM VITAE

SAURABH PANDEY

ADD: Near Belha Devi Road Sadar Bazaar Pratapgarh.

Contact No: +917275353156/8948094960

E-mail- sp05959@gmail.com

CAREER OBJECTIVE:

Seeking a challenging role in an organization where I could utilize my knowledge and skills to grow with the organization and also climb up on the learning curve .

WORK EXPERIENCE.

4 Years of working experience in Middle level Management & Human resources Sector.

Current Experience:-

Name of the Organization

ASHOKA BUILDCON LTD.

Duration

FROM 14th of Sep 2018 to till

JOB PROFILE: Working as Site H.R. (Faizabad/Kanpur Nagar/Kannauj & Andhra Pradesh) in DDUGJY & SAUBHAGYA Project & Vempadu Toll Plaza.

- Generate Employee tracking reports each months
- Access employee performance and issue disciplinary notices
- Explain human resources policies and procedures to all employs
- Control and maintain the site cost and expenditure
- Adhere to given instructions by H.O. and convey to site employees
- Providing the induction training
- Maintain & manage the site related Guest house/Convince as per requirement of site
- Providing the site statutory compliance i.e. Labor Contract & Returns under factory and contract Act
- Maintain the Daily attendance/Salary wages payment and allowance payments records
- Monitoring and keep up the Clearance/Resignation/Transfer/Absconding details
- Research and advised on employee regulations
- Serve as a link between management and employee by handling questions interpretation and administrating contracts to help and resolve work related problems to foster positive averment
- Facilitate employee management communication strategies.
- Evaluate and ensure that organization best procedure are used and sustainable with future organizational goal and changes
- Lead team of Organizational development specialist to drive organizational change management trough various effective means

PAST EXPERIENCE-II

Name of the Organization

BAZAR INDIA PVT Ltd .

Duration

FROM March-2018 to 1st of SEP-2018

JOB PROFILE: Worked as Floor Manager in BAZAR INDIA at SAGAR (M.P.)

- **Maintain the Floor purchase and sell record**
- **Prepare the balance material sheet**
- **Manage the floor material requirement**
- **Prepare the docket tracker**
- **Attendance sheet preparation and sent for the salary records**

PROFESSIONAL QUALIFICATION:

: MBA in 2018 in **HR & Marketing** stream from G.L.Bajaj Institute of Technology And Managment, Greater Noida (U.P.),

SUMMER INTERNSHIP TRAINING:

Complete the Summer Training program in GLOBAL ARCUS PRIVATE LIMITED in (Sales and promotion) LUCKNOW with Excellent Grade.

EDUCATIONAL QUALIFICATIONS:

: BSC (Mathematics) in 2016 from FDCCD College AWADH University (U.P.),

: 12th in 2012 from GIC Prtatpgarh (U.P Board.),

: 10th in 2010 from GIC Prtatpgarh (U.P Board),.

PERSONAL PARTICULARS:

FATHER'S NAME	:	Dr. ASHOK KUMAR PANDEY	:
DATE OF BIRTH	:	10/05/1996	
PERMANENT ADDRESS	:	C/O SRI SABHA RAJ PANDEY PRATAPGARH (U.P)	
NATIONALITY	:	INDIAN	
COMMUNITY	:	HINDU	
MARITAL STATUS	:	UNMARRIED	

DECLARATION:

I do hereby declare that the above information stated by me are true & correct to the best of my knowledge and belief

Date:

PLACE-

SAURABH PANDEY