

ATUL KUMAR PANDEY

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B-34, Sec-5, Secretariat colony, Bhootnath, Indira Nagar, Lucknow,
Uttar Pradesh



OBJECTIVE

To work in a professionally managed organization where I as a professional can utilize my capabilities and knowledge to the best of my potential and contribute to the growth of the organisation as well as growth of myself.

EDUCATION

2020	University of Lucknow Masters of Business Administration (Human Resources Management) 6.99 CGPA
2014	Kcc Institute of technology and management (UPTU) Bachelor of technology (Mechanical Engineering) 65.76
2010	City Montessori School Intermediate 80.60
2008	City Montessori School High School 83.16

EXPERIENCE

09 Aug 2021 - Till date	Sahara India Executive officer Grievance handling of both employees and investors, statutory management, spot inquiry at corporate level, general administration, HR generalist aspects.
06 Oct 2020 - 20 Nov 2020	BYJU'S (Think and Learn Pvt Ltd) Business Development Associate Pitching and selling of Byju's Classes to customers. Managing customer database through CRM, lead generation through calling, mailing and messaging.
10 Aug 2016 - 10 May 2017	Johnson Lifts Pvt Ltd Executive Trainee (Lucknow Metro Project) overseeing the engineering and management aspects involved in installation of lifts right from erection phase to final testing at the construction site and then final hand over to the client Lucknow Metro Rail Corporation. Taking measurements, rectify faulty points, Scheduling of duties for ITI, diploma trainees and contractors, Safety Training conduction, Materials Management at site and warehouse, Managing loading- unloading, Purchasing materials, building relationship with client and client contractors.
1Aug 2014 - 31July 2016	Takyon Networks Pvt Ltd Technical Engineer Troubleshoot technical & Network Issues. Data entry/Documentation. Working on MS - Word, Excel, PowerPoint; mail drafting. Maintenance/ Servicing of Computer systems. Grievance handling, involved in meetings, marketing of IT services/ products, visit to different organisations with team members, Client Servicing.

PROJECTS AND TRAININGS

Masters of Business Administration

Summer Internship at Eureka Forbes Pvt. Ltd. Lucknow from 16th May to 29th June. Topic of Study was "Purchasing Behaviour of Customers and Competition Benchmarking".

Industrial Training (Bachelor of Technology)

Summer Training at HINDUSTAN AERONAUTICS LIMITED (HAL), Lucknow for 1 month (June) in 2013.

SKILLS AND STRENGTHS

MS Office- Word, Excel and Power point.

Sound knowledge of HR concepts/ practises and labour laws.

Knowledge of Payrolls .i.e. PF, ESI, applicable taxes etc.

Good verbal, written and interpersonal skills.

Documentation and Operations handling.

Efficient management and administrative skills.

Ability to work in team as well as individual.

Good at relationship development and grievance handling/ client servicing.

Tech savvy and Market researcher.

Quick learner and target achiever.

Leadership and motivational skills.

Decision making and problem solving approach.

Optimistic and visionary in nature.

Employee engagement focused.

ACADEMIC/ EXTRACURRICULAR ACHIEVEMENTS

Amongst the top 10 rank holders in academic exams of School (under 10th class) many a times.

Participated in many debate competitions at school and college level.

Always acted as supporting coordinator in various competitions and celebrations/ cultural activities at college and hostel level.

Winner of singing competition at hostel level.

HOBBIES/ INTERESTS

Listening and singing songs.

Playing music on drum and tables.

Interacting with people.

Watching and playing cricket sometimes

PERSONAL DETAILS

Born on 30th October 1992

Gender: - Male

Father's Name:- Devendra Pandey

Mother's Name:- Geeta Pandey

Nationality:- Indian.

Languages known:- Hindi and English.

Marital status: Married

DECLARATION

I hereby declare that the above information is true to the best of my knowledge and belief.

Atul Kumar Pandey