

## CURRICULUM VITAE

**SAURABH PANDEY**

**ADD:** Near Belha Devi Road Sadar Bazaar Pratapgarh.

**Contact No:** +917275353156/8948094960

**E-mail- [sp05959@gmail.com](mailto:sp05959@gmail.com)**

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### **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 14<sup>st</sup> 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 1<sup>st</sup> 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 FDCD College AWADH University (U.P.),
- : 12<sup>th</sup> in 2012 from GIC Prtatpgarh (U.P Board.),
- : 10<sup>th</sup> 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

**DECLERATION:**

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