

## CONTACT

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## EDUCATION

- Post Graduate Diploma in Data Science, International Institute of Information Technology, Bangalore (Dec 2020 - Sept 2021)
- Bachelor of Technology (B.Tech.) in Mechanical Engineering, Shri Ramswaroop Memorial Group of Professional Colleges, Lucknow (July 2009 - June 2013)
- Graduate Marine Engineer (GME), Samundra Institute of Maritime Studies, Lonavala, Pune (March 2015 - July 2016)

## AREAS OF KNOWLEDGE

Data Analysis and Reporting	●●●●●
Stakeholder Engagement	●●●●●
Process Optimization	●●●●●
Recruitment and Onboarding Processes	●●●●●
HR Compliance	●●●●●
Data Interpretation	●●●●●
Performance Metrics	●●●●●
Operational Efficiency	●●●●●
Organizational Development	●●●●●
Employee Relations	●●●●●

## TECHNICAL SKILLS

Microsoft Tools (Word, Excel, PowerPoint, Outlook, Teams)	■■■■■
Google Tools (Sheets, Word, Drive Gmail, Calendar, so on)	■■■■■
Exploratory Data Analysis	■■■■■
SQL, Python, Chat GPT	■■■■■

## SOFT SKILLS

Communicator	■■■■■
Problem Solver	■■■■■
Active Listener	■■■■■
Negotiator	■■■■■
Relationship Builder	■■■■■
Collaborator	■■■■■

# GAURAV PANDEY

## JOB OBJECTIVE

Strategic HR Operations Professional leveraging 6 years of comprehensive experience to drive organizational effectiveness and efficiency. Pursuing to contribute proven expertise in HR operations to optimize processes, enhance employee experience, and align HR initiatives with business objectives.

## PROFILE SUMMARY

- **HR Management:** Well-versed in ensuring compliance with labor laws, regulations, and company policies to mitigate legal risks.
- **Performance Management:** Experienced in implementing performance management systems to drive employee performance and organizational success.
- **HR Technology:** Proficient in leveraging HR technologies and systems to streamline HR processes and enhance operational efficiency.
- **Data Analysis:** Strong analytical skills with the capability to interpret HR data and metrics to drive data-driven decision-making and continuous improvement.
- **Employee Relations:** Skilled in fostering positive employee relations through effective communication, conflict resolution, and employee engagement programs.
- **Cross-Functional Collaboration:** Established capability to collaborate effectively with cross-functional teams, including sales, marketing, finance, and HR, to align operational strategies with overall business objectives.
- **Process Optimization:** Skilled in identifying inefficiencies and implementing process improvements to enhance productivity, reduce costs, and maximize operational effectiveness.

## PROFESSIONAL EXPERIENCE

Aug'23- May'24 ● Sr. Specialist - Operations, Randstad Digital, Hyderabad

- ### Key Responsibilities
- Streamlined job order management by ensuring active and up-to-date listings, facilitating candidate movement, scheduling interviews, and providing timely feedback.
  - Assisted in loading candidates onto job trackers and monitored candidate progress from offer to hire, ensuring prompt completion of onboarding tasks, background checks, and drug screenings.
  - Managed post-hire activities including talent changes, address updates, and terminations, maintaining accurate internal files.
  - Facilitated the migration of US recruitment processes to India, ensuring seamless transition and adherence to established protocols.
  - Conducted data validation, analysis, and reporting, including time-motion studies for headcount allocation and compensation calculations, updating compensation files accordingly.
  - Addressed client queries promptly and accurately, understanding client requirements to ensure effective business delivery.
  - Contributed to process improvement initiatives by proposing ideas to enhance productivity, accuracy, and turnaround time.
  - Reviewed and updated Standard Operating Procedures (SOPs) as per agreed frequencies, ensuring process adherence and alignment with business needs.
  - Participated in review calls with process owners, providing insights and recommendations for optimization.
  - Implemented quality control measures to ensure error-free processing and supported junior staff in resolving complex queries and tasks.
  - Managed the Hire-to-Retire process for clients including Archer, Boeing, GE Aviation, Fidelity, Lenovo, Husqvarna, HCSC, Chevron, so on., maintaining high standards of service delivery and client satisfaction.

## CERTIFICATIONS

- Lean Operation Management and Six Sigma
- Power BI Essential Training
- SQL Essential Training
- Essential Mathematics For
- Machine Learning
- Certificate of Competency As
- Marine Engineer Officer Class 4
- Advanced Fire Fighting
- Medical First Aid
- Engine Room Simulator
- Advanced training for Chemical
- Tankers
- Proficiency in Survival Craft and
- Rescue Boat
- High Voltage Course

## PERSONAL DETAILS

Date of Birth: 8<sup>th</sup> August 1991

Languages Known: English & Hindi

Address: Flat Number 405, Raagas Residency  
Hyderabad, Telangana, Pin: 500019

Jul'21-  
Aug'23

● Sr. Associate HR Services - Exits, Amazon Development Center  
India, Hyderabad

### Key Responsibilities:

- Developed expertise in exit formalities and separation processes, ensuring smooth transitions for departing employees and adherence to company policies.
- Resolved issues raised through SIM-T and trouble ticketing systems, effectively troubleshooting and addressing concerns.
- Validated project management skills in coordinating data validation, analysis, and sharing findings with payroll teams, facilitating efficient payroll processing.
- Conducted time-motion studies for headcount allocation, optimizing resource allocation and enhancing operational efficiency.
- Prepared various agreements including severance agreements, termination letters, and separation letters, updating APAC SOPs accordingly and providing ad hoc training as needed.
- Collaborated with managers and stakeholders, effectively communicating and aligning on project objectives and deliverables.
- Utilized macros for calculating severance amounts and notice pay, ensuring accuracy and compliance with legal requirements.
- Responded to inquiries and requests from HR partners, employees, and stakeholders, worked as a liaison between local HR teams and support teams as necessary.
- Confirmed strategic thinking and analytical mindset in driving high standards of accuracy, timeliness, and data quality, continuously striving for process improvement and optimization.

Apr'19-  
Jun'21

● Trainee Engineer, Valad Infotech Solutions Pvt. Ltd., Mumbai

### Key Responsibilities:

- Maintained project charters, outlining project objectives, scope, and key stakeholders, ensuring alignment with organizational goals and project requirements.
- Conducted thorough analysis of project scope, identifying key deliverables and milestones to guide project execution effectively.
- Confirmed proficiency in stakeholder analysis, understanding the interests, influence, and requirements of stakeholders to manage their expectations and engagement throughout the project lifecycle.
- Retained stakeholder registers to document relevant information and communication preferences, facilitating targeted and effective communication strategies.
- Managed risk registers, identifying potential risks and implementing mitigation strategies to minimize project disruptions and ensure successful outcomes.
- Utilized various Project Management Software (PMS) platforms and back-end systems for clients such as GESCO, POML, ABS, Royal IHC, among others, adapting to different tools and environments to meet client needs.
- Allocated tasks to project engineers, project assistants (PAs), and data entry teams, optimizing resource utilization and ensuring project milestones were achieved on schedule.
- Fostered collaboration and communication among team members, promoting a cohesive and efficient work environment to drive project success.

## PREVIOUS EXPERIENCE

Trainee Marine Engineer, Executive Ship Management, Mumbai | Mar'15 – Jul'16