Prashant Misra

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# **Summary**

**MBA (HR)**,  **B.A (H)** with over **15 years** of work experience in Generalist HR Professional with rich experience in OD interventions, Talent Management, Performance Management, Employee Engagement, Statutory Compliances**.**

**Work Experience (15 Years)**

## Manager – HR

**Pathways Marketing and Consulting Group Gurugram, since June-18 till date**

Partnering with business and stakeholders, spearheading HR functions (TA, PMS, TM, HR Operations).

Managed HR functions for Corporate Office, 6 warehouses across Pan India.

**Talent Acquisition / Workforce Planning / Resource Management**

* + Workforce planning by analyzing AOP, short/long term business, skill/talent demand and supply.
  + Explored innovative means as per the staffing plan to leverage various sourcing channels in order to achieve the recruitment target.
  + Optimized sourcing channel mix and saved recruitment cost.
  + Managed and optimized resources through job rotation, skill up gradation, and resource mobilizations.

**Induction and On boarding**:

* + Designed and executed induction programs for new joiners to facilitate their effective assimilation in the organization

**Strategic** **HR interventions**:

* Helped management design new structures and jobs, and worked to redesign management processes to meet quality standards
* Helped management to reduce absenteeism in warehouses across pan India
* Revised HR processes and policies ( code of conduct, attendance policy )

**Performance Management:**

* Performance review discussion (PRD), performance assessment/appraisal, ratings and feedbacks.
* Executed PIP, promotion & elevation, reward & recognition, job rotation, and exit management.

**Statutory Compliances**:

* + Obtained Shop & Establishment certificate for new warehouses across pan India.
  + Helped in getting present organization enrolled in PF & ESIC.

**Employee Engagement:**

* + Conceptualized and executed initiatives to maintain the desired level of employee engagement
* Conducting Employee Surveys / Poll to analyze the results and drive initiatives based on the findings.
* Conducting skip & pulse checks to ascertain employee-morale and arrest attrition.

**Previous Experience**

Best Textiles Limited worked as Manager HR from March-16 till Nov 17.

Policy Bazaar worked as Deputy Manager HR from Jan-15 till Jul-15.

Indo Phytochemicals Limited(A Subsidiary of NAARI AG) as Manager HR from Sept-12 till Mar-13

Religare Corporate Services Limited as Deputy Manager HR from April-08 till Aug-12.

Top Rankers Management Consultant as Senior HR Executive from July-05 till Mar-08.

Maspar Industries Private Limited as HR Coordinator from Oct-02 till June-05

# **Education**

Post Graduate Diploma in Planning and Management with Specialization in HR From Indian Institute of Planning and Management (IIPM), New Delhi in the year 2002.  
  
B.A (H) in Political Science from Delhi University in the year 2000.

# **HR Certification & Training**

SAP Certified Application Associate-Human Capital Management with SAP ERP 6.0 EHP4 on 07.08.2013.

# **Personal Details**

DOB-18-Jan-79

Family-Housewife,

One Daughter

Dated-

**(Prashant Misra)**