

Prasad Anil Pandit

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DOB – 15 November 1989



Profile Summary

Work experience – 8+ years	Areas of work experience – HR generalist, talent management, learning and development, HR communications
Education – BE (Environment), MBA (HR & Marketing)	Languages known – English, Marathi, Hindi <i>Proficient in English</i>
Key skills – MIS, Data Management, Professional Communication, Employee Management, Employee Training	IT skills – MS Excel, MS PowerPoint, Powtoon (video maker), Canva (design and video maker), Piktochart (chart maker), Kahoot (quiz maker)

Work Experience

A) **Coforge Business Process Solutions** (erstwhile SLK Global Solutions) (August 2020 to May 2025)

- Lead - Talent Development (L&OD)** (January 2022 to May 2025)
Responsibilities
Employee training in areas of behavioural skills, soft skills, health and safety, POSH etc.
Corporate communication – design and implementation
Learning and engagement activities – planning and implementation
- Sr. Executive-Talent Retention (HRBP)** (August 2020 to December 2021)
Responsibilities
Employee retention, HR connects, employee engagement activities, MIS, data analysis & reporting, grievance handling

B) **Vibgyor High, Kolhapur** (Oct 2018 to July 2020)

Sr. Executive-HR
Responsibilities
Generalist activities, attendance & payroll processing, MIS, teaching workload management, recruitment

C) **Cognizant Technology Solutions, Pune** (May 2017-May 2018)

Executive – HR
Responsibilities
Assisting HRBP team, Emergency Response Team- training and engagement, employee engagement activities, documentation, process re-engineering

D) **PSP Pumps Pvt Ltd, Kolhapur (1 Year 1 Month)**
HR Manager – HR generalist activities in small scale organisation

E) **Tradenet Wealth Managers Pvt Ltd (11 months)**
New Age Business Manager – marketing communication, HR generalist activities

Educational Details:

Degree/ Certifications	College / Institute	Year	Marks
SSC	Maharashtra Board	2006	89.06%
HSC	Maharashtra Board	2008	77.08%
Bachelor of Engineering (Environmental)	KIT's College of Engineering, Kolhapur, India.	2013	61.63%
Master of Business Administration (HR & Marketing)	Shivaji University, Kolhapur, India	2015	63.75%

COURSES & CERTIFICATIONS

Management Development Programme on HR Audit	Shivaji University, Kolhapur	2017	-
Professional Hospital Management	MSME Development Institute, Mumbai	2015	-
GEOGRAPHICAL INFORMATION SYSTEM (GIS) with IDRISI and CARTALINX	Aditi Infotech, Nagpur	2012	-
Carbon Footprint Management System ISO 14064:2006	SGS India Pvt Ltd	2012	-
Energy Management System ISO 50001:2011	SGS India Pvt Ltd	2012	-
Environmental Education Programme	C. P. R. Environmental Education Centre, Chennai	2010	-

Educational Achievements:

I was topper in my college in both the years of MBA and I was awarded merit scholarship of Rs. 10000 and certificate.

Training:

- **Completed 50 Days in Plant Training at Ceraflux India Pvt. Ltd.**, Gokul Shirgaon MIDC from 1st June 2014 to 31st July 2014. During this period I observed and understood systems and procedures in various departments with emphasis on HR department of the company. I completed a study project in the company titled: "**Training Need Identification**".
- **Completed One Month Field Work Training in Mayura Steels Pvt Ltd**, Kolhapur in May 2012. During this training, main emphasis was on issues related to air pollution and environmental management. I completed a study project in the company titled '**Carbon Credits through Automobile Industry**'.