**HEMANT K. PANDEY**

Cell #: +97470760368,55969404

Email: lastdigitofu@gmail.com

**A dynamic results-oriented professional with expertise as a Primavera P6 Tracker, Administrative Officer, & Human Resources in Construction/Mechanical Engineering Fields.**

* More than 5+ year’s progressive experience with an established performance record.
* Organized take charge professional with exceptional follow through abilities and detail orientation.
* Ability to couple strong analytical and problem solving skills with core qualifications as a Primavera P6 Tracker to drive accuracy in reporting, efficiencies, and job performances.

**Professional Experience**

**Combined Group of Contracting Company (KSCC)**

**Doha, Qatar August 2014 - Present Human Resource/Admin**

* Responsible for preparation of weekly and monthly progress reports and updating the program in Primavera P6 V8 on a weekly and monthly basis and monitoring project performance using Earned Value Management and S Curve analysis. In addition, responsible for reviewing and recommending approval of programs and earned value calculations for complex projects.
* Preparation of Project Look Ahead Plans based on actual progress of work, set-up planning procedures for projects. Moreover, responsible for monitoring progress on multiple projects and review of subcontractor performance and reports. And responsible for evaluating extensions of time requests from contractors.
* Responsible for preparing daily, weekly, and monthly Manpower reports (more than 4,000+ Manpower)

Moreover, responsible for the preparation of Negative Variance Report indicating areas of concern also preparation of Management Dashboard Report.

* Human Resources responsibilities including Payroll processing for 4,000 + employees, attendance records, recruitments, exit interviews and end of service records for employees, employee grievances on a daily basis, maintaining employee relations, salary revisions, promotions, set-up vacation and leave of absences, medical insurance, personnel file maintenance, reports on staff growth and employee satisfaction.
* Responsibilities as an Administrative Assistant include updating commercial activities, courier services, In & Out of materials, Canteen Management, Transport, maintaining assets, various correspondence, upkeep and maintenance of grounds.

**Project of NSDC**

# **(Project of Ministry of Finance, Govt. of India) January 2012 – July 2014**

**Human Resource/ Planning Officer**

 Responsible for construction coordination programs based upon project requirements, preparation of resource histogram and cash flow, communication and coordination of schedules with project team.

 Record and maintain on a regular basis the planned projections against the actual site progress and regularly update the project programs as per the actual site status records.

 Responsible to regularly coordinate the collection of data and issue weekly and/or monthly Project Progress Reports as per project requirements.

* Issue the following reports on a weekly basis to the project team: two/ four week look ahead schedules, weekly progress status, progress monitoring, and performance report, in addition to monitoring remaining work with different rate.
* Human Resources responsibilities including Payroll processing for 200 + employees, attendance records, recruitments, exit interviews and end of service records for employees, employee grievances on a daily basis, maintaining employee relations, salary revisions, promotions, set-up vacation and leave of absences, medical insurance, personnel file maintenance, reports on staff growth and employee satisfaction.

## **Engineering Construction Company**

## **Barauni, India August 2004 – January 2006**

**Human Resource/Admin**

* Human Resources responsibilities including Payroll processing for 100 + employees, attendance records, recruitments, exit interviews and end of service records for employees, employee grievances on a daily basis, maintaining employee relations, salary revisions, promotions, set-up vacation and leave of absences, medical insurance, personnel file maintenance, reports on staff growth and employee satisfaction.
* Responsibilities as an Administrative Assistant include updating commercial activities, courier services, In & Out of materials, Canteen Management, Transport, maintaining assets, various correspondence, upkeep and maintenance of grounds
* Responsible for preparing daily, weekly, and monthly Manpower reports (more than 100+ Manpower)

Moreover, responsible for the preparation of Negative Variance Report indicating areas of concern also preparation of Management Dashboard Report.

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**EDUCATION & SKILLS**

* **Oracle Primavera P6 ( Certified ) Diploma in Mechanical Engineering**
* **Human Resources , Payroll**
* **Microsoft Project Management**
* **Auto CAD – Mechanical (Basic) Bachelor of Business Administration**
* **Oracle Primavera 8.2**
* **Microsoft Office ( Word, Excel )**
* **Payroll – Oracle/ Cisco UCS (Unisys) Master of Business Administration**
* **Administrative**
* **Communications, verbal, & written**
* **Dedicated, conscientious, punctual**

* Further information available upon request