



DEV MENON

HR Business Partner

workforce planning, manager coaching, employee relations

Indore, India | dev.menon@example.com | ROLE 16-03

FICTIONAL SAMPLE - all employers, qualifications and outcomes are illustrative and unverified.

EXECUTIVE SUMMARY

HR Business Partner with an illustrative 11-year career in people operations, recruitment and organisational learning. Combines workforce planning, manager coaching, employee relations with disciplined documentation, practical coordination and clear communication. The sample career progresses from focused execution to independent workstream ownership, with responsibilities and boundaries described for each appointment.

Selected work includes workforce planning review, manager support programme and organisation change coordination. These examples explain the original problem, individual contribution, deliverables, review approach and remaining limitations rather than relying on unsupported headline claims.

Prepared for experienced hr business partner opportunities requiring dependable delivery, thoughtful professional judgement and collaboration. The qualification narrative includes MBA in Human Resources. Every named organisation and outcome in this record is fictional; professional eligibility is not independently established.

AT A GLANCE

11 years

ILLUSTRATIVE CAREER

4

CAREER APPOINTMENTS

3

WORK EXAMPLES

2

EDUCATION RECORDS

CORE COMPETENCIES

workforce planning / manager coaching
employee relations / organisation design
people analytics / change support
stakeholder management / case documentation

PROFESSIONAL MISSION

Turn a clear brief into dependable people operations, recruitment and organisational learning work: understand the context, apply workforce planning and manager coaching, record the evidence and explain the limitations before handover.

Career family: Human Resources & Recruitment | Snapshot: 2026-09-22

PROFESSIONAL EXPERIENCE / RECENT

HR Business Partner

Meridian People Operations (fictional)

Jul 2024 - Present | Indore, India

Independent ownership of scoped hr business partner work, coordinating contributors and making review requirements explicit. Includes the first two selected work examples.

- Mapped role demand and discussed feasible scenarios.
- Built reviewed guidance and escalation pathways.
- Led brief clarification and prioritised work using workforce planning, manager coaching and employee relations. Raised unresolved constraints before committing to the next stage.
- Coordinated peer reviews and handover preparation; used a process and criteria brief to distinguish completed work, assumptions and follow-up needs.
- Supported colleagues with practical examples of organisation design and maintained a concise learning record after important assignments.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

HR Manager

Northline People Operations (fictional)

Jul 2020 - Jun 2024 | Indore, India

Owned defined assignments and supported cross-functional coordination. Developed deeper practice in employee relations and organisation design.

- Facilitated role mapping and communication planning.
- Translated incoming requirements into a sequenced plan and aligned responsibilities with the project or service owner.
- Applied people analytics and change support to resolve delivery questions while maintaining source and decision notes.
- Introduced reusable working documents and reviewed exceptions with the responsible specialist rather than silently changing scope.
- Prepared a reviewed outcome and feedback summary so the next team could understand the work and remaining questions.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

PROFESSIONAL WORKING PRINCIPLES

- Define job-related criteria and process ownership before evaluating people or requests.
- Handle personal information through permissioned records and appropriate access limits.
- Use consistent evidence and human review; do not infer protected traits or automate consequential decisions.

PROFESSIONAL EXPERIENCE / EARLIER

HR Specialist

Cedarbridge People Operations (fictional)

Jul 2017 - Jun 2020 | Indore, India

Progressed from supported tasks to independently managed assignments, with review available for unfamiliar or higher-risk decisions.

- Handled recurring work involving workforce planning and manager coaching using a documented preparation and review process.
- Supported manager support programme by organising inputs, maintaining issue notes and incorporating reviewer feedback.
- Coordinated colleagues and internal stakeholders using concise status updates, clear questions and agreed next steps.
- Improved record consistency through stakeholder management and documented handover expectations.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

HR Executive

Cedarbridge People Operations (fictional)

Jul 2015 - Jun 2017 | Indore, India

Built practical foundations through supervised assignments, routine documentation and feedback from experienced colleagues.

- Assisted with workforce planning and employee relations within an agreed scope and escalated unfamiliar work.
- Prepared inputs and checked completeness before passing work to the responsible reviewer.
- Maintained task records and learned to communicate assumptions, constraints and observed problems clearly.
- Applied review feedback to subsequent assignments and developed a dependable working routine.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

SELECTED CONTRIBUTIONS

Workforce planning review. Mapped role demand and discussed feasible scenarios. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Manager support programme. Built reviewed guidance and escalation pathways. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Organisation change coordination. Facilitated role mapping and communication planning. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

SELECTED WORK / 01

Workforce planning review

P1 | Jan 2025 - Jun 2025 | FICTIONAL WORK EXAMPLE

Context. Fictional internal work programme in people operations, recruitment and organisational learning; not a real client case study.

Problem. Business plans lacked a clear people-capacity view.

Objective. Create a workable response to this issue through workforce planning, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Contribution and ownership. HR Business Partner; owned the stated workstream, not the full organisation or every collaborator contribution.

- Mapped role demand and discussed feasible scenarios.
- Prepared the scope with the commissioning team, identified unresolved inputs and used workforce planning to turn the brief into a sequenced work package.
- Applied manager coaching and employee relations while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. workforce planning / manager coaching / employee relations / organisation design

Deliverables. Workforce planning review - scoped brief; Workforce planning review - reviewed working package; Workforce planning review - handover and learning summary

Review. Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a process and criteria brief and a named human reviewer.

Illustrative outcome: the team adopted a repeatable approach for workforce planning review, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): process and criteria brief; permissioned workflow record; reviewed outcome and feedback summary.

SPECIALIST PRACTICE

People and privacy

The sample focuses on workforce planning, manager coaching, employee relations. Approvals, supervision and specialist input are identified in each work package; work outside this scope is referred to the designated responsible person.

Peer learning and practical guidance. Created short examples on workforce planning and organisation design for colleagues. Separated personal preferences from agreed team procedures and recorded useful questions.

Review and handover discipline. Facilitated practical reviews of manager support programme, ensuring that unresolved issues retained a named owner rather than disappearing from final presentations.

All employee and candidate examples are synthetic; no sensitive personnel records or automated hiring verdicts are included.

SELECTED WORK / 02 AND 03

Manager support programme

P2 | Jan 2026 - Jun 2026 | Meridian People Operations (fictional)

Problem. Managers handled similar issues inconsistently.

Objective. Create a workable response to this issue through manager coaching, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. HR Business Partner; owned the stated workstream, not the full organisation or every collaborator contribution.

- Built reviewed guidance and escalation pathways.
- Prepared the scope with the commissioning team, identified unresolved inputs and used employee relations to turn the brief into a sequenced work package.
- Applied organisation design and people analytics while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. manager coaching / employee relations / organisation design / people analytics

Delivered. Manager support programme - scoped brief; Manager support programme - reviewed working package; Manager support programme - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for manager support programme, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): process and criteria brief; permissioned workflow record; reviewed outcome and feedback summary.

Organisation change coordination

P3 | Jan 2021 - Jun 2021 | Northline People Operations (fictional)

Problem. Employees lacked clarity on new responsibilities.

Objective. Create a workable response to this issue through employee relations, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. HR Business Partner; owned the stated workstream, not the full organisation or every collaborator contribution.

- Facilitated role mapping and communication planning.
- Prepared the scope with the commissioning team, identified unresolved inputs and used people analytics to turn the brief into a sequenced work package.
- Applied change support and stakeholder management while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. employee relations / organisation design / people analytics / change support

Delivered. Organisation change coordination - scoped brief; Organisation change coordination - reviewed working package; Organisation change coordination - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for organisation change coordination, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): process and criteria brief; permissioned workflow record; reviewed outcome and feedback summary.

EDUCATION AND SPECIALIST LEARNING

MBA in Human Resources

Asterbridge Institute of Professional Studies (fictional institution)
Jul 2013 - May 2015 | completed - fictional record
Focus: workforce planning, manager coaching, organisation design. Specialist study on workforce planning review; an illustrative learning project, not a published result.

BBA in Business Management

Cedarhaven College of Applied Studies (fictional institution)
Jul 2010 - May 2013 | completed - fictional record
Focus: employee relations, people analytics, change support. Applied coursework in workforce planning, documentation and reviewed practical assignments.

CONTINUING PROFESSIONAL DEVELOPMENT

Structured interviewing workshop (2023). Workforce planning and organisation design in the context of hr business partner work. Used reflective exercises and a bounded practice example related to workforce planning review.

People-data stewardship lab (2024). Manager coaching and people analytics in the context of hr business partner work. Used reflective exercises and a bounded practice example related to manager support programme.

Manager communication practicum (2025). Employee relations and change support in the context of hr business partner work. Used reflective exercises and a bounded practice example related to organisation change coordination.

Provider for these illustrative learning records: Meridian Professional Learning Studio (fictional). Not a licence or certification.

LANGUAGES AND WORKING PREFERENCES

English and Hindi - professional working proficiency in this fictional record.

Work arrangement: hybrid; remote feasibility discussed per role. Relocation: open to discussion - sample preference. Availability: not confirmed; discuss before an interview.

CREDENTIAL AND EVIDENCE STATUS

All employee and candidate examples are synthetic; no sensitive personnel records or automated hiring verdicts are included.

Synthetic qualification and institution names illustrate profile fields only; they are not a validated qualification route or recognised accreditation claim.

No real referee, endorsement, award, publication, membership or licence is supplied.

Use for templates, product demonstrations and test data only. Replace fictional claims and remove the demo label only after approval of real candidate information.

Contact placeholder: dev.menon@example.com. No phone, live profile URL or verified reference is supplied.

Complete machine-readable data: profile.json. Interactive companion: portfolio.html. Reference CV used for structure only; this is not Ajay Prajapat's biography.