

Dev Menon

HR Business Partner

DM

Indore, India dev.menon@example.com Fictional sample

01 Professional profile

HR Business Partner with an illustrative 11-year career focused on workforce planning, manager support and organisational change. Core strengths include Workforce planning, Manager coaching and Employee relations. Selected examples describe the challenge, contribution and handover materials.

02 Professional experience

Jul 2022 - Present

HR Business Partner

Asterline People Operations · Indore

Delivered defined workstreams in workforce planning, manager support and organisational change, coordinating reviewers and delivery partners.

- Aligned role requests to workload evidence and documented scenarios with business leaders.
- Built a referral-led guidance library and facilitated case discussions without exposing private employee details.

Jul 2018 - Jun 2022

HR Business Partner

Northmere People Operations · Indore

Developed hands-on experience across workforce planning, manager support and organisational change, with a defined review process.

- Used workforce planning and organisation design on assigned work; recorded decisions so colleagues could understand the approach.
- Prepared handover materials and incorporated specialist feedback before closing the workstream.

Jul 2015 - Jun 2018

People Operations Associate

Cedarfield People Operations · Indore

Built foundations through supported assignments, observation and practical feedback.

- Assisted with manager coaching and change communication, checking work with an experienced reviewer.
- Kept organised work records and developed clear handover habits through supervised practice.

EXPERTISE

Core capabilities

Workforce planning

Manager coaching

Employee relations

Organisation design

Change communication

People analytics

SELECTED WORK

Workforce planning review

Workforce scenarios and decision brief

Manager support programme

Manager toolkit and escalation map

LANGUAGES

English - professional working

Hindi - professional working

CAREER CONTEXT

11 years in this illustrative career.

Three appointments.

Full work examples on page 2.

03 People programmes

Bring people decisions closer to business context.

WORK EXAMPLE 01 / ILLUSTRATIVE	Context Headcount requests did not explain capacity constraints.
Workforce planning review	Contribution Aligned role requests to workload evidence and documented scenarios with business leaders.
Prepared for handover Workforce scenarios and decision brief	

WORK EXAMPLE 02 / ILLUSTRATIVE	Context Managers handled recurring employee questions inconsistently.
Manager support programme	Contribution Built a referral-led guidance library and facilitated case discussions without exposing private employee details.
Prepared for handover Manager toolkit and escalation map	

04 Education

2013 – 2015
MBA in Human Resources
Asterbridge Institute of Professional Studies
Specialist study with a practice focus on workforce planning and manager coaching.
2009 – 2013
Bachelor-level study in the relevant discipline
Cedarhaven College of Applied Studies
Foundation study, practical assignments and supervised learning. Fictional institution and qualification record.

05 Professional development

2024
Workforce planning - advanced practice workshop
Scenario exercises and peer review in workforce planning, manager support and organisational change.
2025
Organisation design - reflective practice seminar
Applied learning reviewed through a bounded example and a written reflection.
Continuing learning examples, not licences or independently verified certifications.

06 Practice & evidence notes

Work focus	Evidence status	Contribution scope
Workforce planning, manager support and organisational change	Illustrative work descriptions; no source artefacts attached	Owned the stated workstream, not all team outcomes

Every employer and institution in this CV is fictional. The two work examples describe individual contributions; supporting artefacts and externally measured outcomes are not supplied. Replace example information with accurate records and permission-cleared work before using this CV.