

Priya Paul

Human Resources Associate

MBA graduate & HR professional with 2+ years of experience across Lateral Hiring, Campus Hiring, and HRBP

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📍 Kolkata, India

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WORK EXPERIENCE

Human Resources Associate

Bajaj Allianz Life Insurance

06/2023 - Present

Kolkata, India

Achievements/Tasks

- Managed Direct Channel's hiring process end to end - including collaborating with business stakeholders to understand manpower requirement across teams, coordinating with selected candidates to guide through documentation, and inducting them into the organization
- Analyzed and delivered weekly attrition and retention reports to Zonal Head Human Resources helping understand points of concern and take actions accordingly
- Trained junior interns on SAP based tool 'Successfactor' on offer letter roll out, onboarding and enrollment processes

Management Trainee - HRBP

TA Digital

07/2022 - 12/2022

Hyderabad, India

Achievements/Tasks

- Managed 'Rewards & Recognition' and 'HR Service Desk' processes independently to facilitate recognition process, and provide relevant solution to employee queries
- Formulated and created Great Place to Work (GPTW) document for 2023 survey - crucial in TA Digital gaining the coveted recognition
- Coordinated with various functional teams for smooth induction process of new hires
- Managed events and fun activities end to end, including design & execution in collaboration with functional teams and building content for event posters and blogs
- Facilitated organization-wide Toastmasters Club meetings as Vice President, Public Relations (VPPR)

Management Trainee - Talent Acquisition (Campus Hiring)

Workplace/Company

08/2021 - 06/2022

Hyderabad, India

Achievements/Tasks

- Chalked out E2E recruitment plans and executed devised strategy as an independent contributor
- Coordinated with the training & placement officers and candidates of various institutions as well as interview panel members for placement procedures, and ensured a smooth and organized recruitment process
- Operated '**SuperSet**' software for E2E hiring processes like posting job vacancies, screening of candidates, conducting online tests, scheduling interviews and extending offers
- Provided training on '**SuperSet**' tool across hiring teams including panel members
- Maintained Excel reports and prepared PowerPoint presentations for efficient data management records

SKILLS

E2E Hiring - Lateral & Campus

MS Office

Coordination & Collaboration

SuperSet

Successfactor

HR Process Management

HelpDesk Management

Content Creation

Effective Communication

Team Player

ACHIEVEMENTS

Awarded 'Hiring Star' (08/2023)

Bajaj Allianz Life Insurance

Runner Up - Retention champion (08/2023)

Bajaj Allianz Life Insurance

Best Performer - Screening (06/2021)

Campus-Corporate Internship

CERTIFICATES

Certificate of Participation - Resilience and Emotional Maturity (2020)

EDUCATION

MBA - Human Resources & Operations Management, CGPA : 9.23

(07/2020 - 06/2022)

Swami Vivekananda Institute of Management & Computer Science, Kolkata

LANGUAGES

English

Full Professional Proficiency

Bengali

Full Professional Proficiency

Hindi

Professional Working Proficiency