## Name

Address : XXX, XXX XXXXX XXXX XXXXXXXXXXXXXXXXX

Mobile : 99XXXXXXX

E-mail : xxxx@yahoo.com

Date of Birth: XXX, 19XX

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**Work Experience:**

**Mercer**, Gurgaon, India, **March 2007 – Till Present**

**Designation**: Sr. Process Analyst

* Responsible for auditing, analyzing and reporting executive compensation data of organizations across the U.S. geography and managing client relationships within the business vertical. Client relationship management includes undertaking job matching sessions with the organizations and query resolution, alongside developing in depth knowledge of their compensation policies.
* Managed standard reports of compensation policies & programs and industry specific insights with respect to market trends.
* Process Lead (Gurgaon Centre): Monitor overall functioning of processes, identifying improvement areas and implementing adequate measures to maximize operational efficacy of the process. Previously, provided domain sessions as well.
* Project Manager: Leading a team of 5 – 6 associates. Setting and managing expectations of the project group, resolving conflict situations in the course of project. Also responsible for the final execution of the project along with high quality parameters within strict timelines.
* Member of the Central Quality Team: Validating any quality improvement ideas, alongside ensuring successful implementation of the same.

**Professional Achievements:**

* Received the highest performance rating of ‘Consistently exceeds expectations’ in the most recent appraisal.
* Awarded in two consecutive business cycles for consistently exceeding individual target goals and contributing effectively towards the team targets.

**Other Skills:**

* Proficient in applications / tools used internally:-
* Global Rewards System (GRS) – Data collection, auditing, reporting survey platform
* Compensation Measurement 2000 (CM2K) – Reporting database
* VIS - LTI Valuation Methodology
* Total Benefits Administration (TBA)
* Proficient inMS Office(Excel, Word, Power Point, MS Access)

**Educational Qualifications:**

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| **Qualification/ Stream** | **Institution/ University** | **Year of Passing** |
| B.A (Honours) - Economics | Calcutta University | 2006 |
| Higher Secondary - WBHSEB | Calcutta University | 2003 |
| Senior Secondary – WBSEB | Calcutta University | 2001 |