

### Summary

- **4 yrs working experience in Bancassurance in PNB METLIFE**
- **Insurance Induction, Product Awareness, Target Achievement**
- Experienced HR & Recruitment Professional with proven expertise in lateral and bulk hiring, new-hire orientation, grievance handling, employee engagement, induction, employee documentation, joining and exit formalities, exit interviews, performance & appraisals, & Payroll
- Around 6 years of experience in the field of IT and Non-IT Recruitment in handling both domestic and International (Overseas) Recruitment
- Have extensive knowledge of IT hiring
- Experienced in man power handling, identifying training needs and conducting training, employee grievance handling, employee engagement activities and conducting exit interview
- Develop and maintain positive relationships with employees at all levels and promote an energizing and open work environment
- Good communication and interpersonal skills
- Innovative thinker and excellent leadership qualities
- Excellent in negotiating and motivating people

### Skills

- Insurance key tool, Customer interaction  
Staff Recruitment & Retention, Employee Relations, Orientation & Onboarding, Training & Development & Performance Management, Payroll, PF & ESI, Salaries & Attendance
- **Job Portals:** Naukri, Monster, Career Builder, Naukri Gulf, Dice, LinkedIn, TimesJobs, Bayt.Com, Indeed for sourcing and screening candidates
- **IT Skill Set:** Front End, Back End, SEO, Networking, Designing, Quality Testing etc.
- Ability to manage multiple assignments
- Expertise in Interviewing, Talent Acquisition, Performance Management, Recruiting Operations, Sourcing, Onboarding, HR Analysis and Orientation
- Multi-Level Communication
- Team Leadership
- Working knowledge of MS Office, MS Outlook, Adobe Reader, MS PowerPoint, Excel, MS Access, H.RIS.

### **Work Experience**

**Current Organization.** : PNB METLIFE  
**Designation** : STM  
**Department** : Business Generation  
**Duration** : Oct 2019 to Present

**Current Company.** : **Aron Web**  
**SolutionsDesignation** : **Sr.HR Manager**  
**Department** : **HumanResource& Operations**  
**Duration** : **Sep,2018to Sep 2019**

**Current Company** : **Ecove Solutions Pvt**  
**LTDDesignation** : **HRManager**  
**Department.** : **HumanResource& Operations**  
**Duration** : **July,2017 toSep2018**

**Key responsibilities Handled** **PreviousCompany:kbizsoftSolutions**

**Designation** :Sr. Executive – HR &  
**OperationsDepartment** : Human Resource &  
**OperationsDuration** : **12December,2016toJuly2017**

**HRGeneralist:** LookingafterHROperations,RecruitmentandSelection,MIS,JobDescriptions,EmployeeEnga  
gementactivitiesandotherHR practices.

**Responsibilities:**

**Bancassurance**

- Clientinteraction,leadGeneration,Conversion ofColdCall
- Scheduling&CoordinatingTeam.
- CoordinatingwithCRM andConvertappointmentinto conversionforrequirements.
- Coordinating withthe clientsforthe requirementsand scheduling.
- Fix claim cases,PolicyRetention
- Onboardingofoldcustomerintonewbusinesslead.
- ConductingReference/Backgroundchecks
- Organizing thebankvisitfornewappointment.

**TrainingandDevelopment:**

- Trainingneedanalysisisthroughcloselymonitoring employeeperformance
- Coordinatingwithlinemanagers,functional/operationalheads
- GeneratingandMaintainingrecordsregardingtrainingundergonebyemployeesatdifferentlevels
- Planningandcoordinatingtheentireco-ordinationprocess.

**EmployeeEngagementActivities:**

- Conductedemployeeengagementactivitieswithnewideas.
- Handledandcoordinatedwithallteammembersfortheseactivities.

### Academics

Course	Institution	Year of Completion	Percentage
MBA	Punjab Technical University	2014	72 %
PG Software Laptop	CMJ University	2012	80 %

### Extra-curricular activities

- Secured 90% in TALLY 9 course.
- Won 2<sup>nd</sup> prize in intercollegiate Quiz competition
- Done basic certification course of CA.
- Participated in school and college level dance and dramatics competitions.

### Personal Details

- **Date of Birth:** Oct 30, 1987.
- **Contact Address:** #183 Phase 3A, Mohali
- **Marital Status:** Single
- **Languages known:** English, Hindi, Punjabi
- **Interests:** Building Vocabulary, Listening to music, R&D related Myfield, Cooking, Traveling. Dated

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