

RESUME



RISHMA. G

Email: rishmajanee2022@gmail.com

Mob : +91-9886128275

OBJECTIVE

Seeking for a challenging and responsible position in an esteemed organization where in I can prove my self ensuring my expertise in relative work areas by applying knowledge.

ACADEMIC QUALIFICATION:

Degree	INSTITUTION	Board/University	Year	Marks Obtained (%)
MBA (HR&FINANCE)	ICFAI NATIONAL COLLEGE, COIMBATORE	ICFAI NATIONAL HYDRABAD	2008	61%
BBM (BANKING MANAGEMENT)	SRIMATHI INDRA GANDHI COLLEGE, TRICHY	BHARATHIDASAN UNIVERSITY	2006	46%
12th	SEVENTHDAY ADVENTIST HR. SEC SCHOOL, TRICHY	STATE BOARD	2003	51%

Professional Training

Certification : Diploma in Human Resource Management

Recruitment

- End to End Recruitment
- IT , ITES & Non IT Recruitment
- Cold Calling and Head Hunting
- Training the candidates on interview
- Sourcing through job portal
- Short-listing profiles for given requirement
- Technical and Non Technical Assessment

HR Generalist Areas

- Handling Joining formalities of the Employees till Exit Interview
- PMS System of the Employee.
- Conducting Induction for the new employees, MIS, ERM.
- Handling Employee Grievance
- Measures to control Attrition Rate.
- Strategies to retain potential employees.

Payroll Processing

- Processing Employee PF, ESI, Med-claim & Other Employment Registration forms.
- Monitoring PF, ESI, PT Calculations, Remittances, e- fillings.
- Taking Care of routine Tax planning Co-ordination for the Employees.
- Monitoring Relieving Procedures and Settlement Process (F &F)
- Employee Co-ordination & Maintaining Contract Employees details

WORK EXPERIENCE:

POST HELD	NAME OF THE ORGANISATION	PERIOD
SALES MANAGER	RELIANCE LIFE INSURANCE COMPANY LIMITED, PONDICHERRY	2 YEARS (06.04.2008 TO 05.05.2010)
CUSTOMER CARE EXECUTIVE	IBM, CHENNAI	1 YEAR (27.08.2010 TO 13.09.2011)
EXECUTIVE ARDM	RELIANCE NIPPON LIFE INSURANCE COMPANY LTD., BANGALORE	1 YEAR (01.06.2020 TO 08.05.2021)
FINANCIAL SERVICES MANAGER	FUTURE GENERALI LIFE INSURANCE COMPANY, BANGALORE	6MONTHS (20-01-2022 TO 28-06-2022)
SENIOR EXECUTIVE	HDFC ERGO , BANGALORE	6 MONTHS (04-10-2022 TO 17-04-2023)
DEPUTY CLUSTER MANAGER	MAX LIFE INSURANCE COMPANY LIMITED	4 MONTHS (22-05-2023 to 22-09-2023)

NATURE OF JOB IN RELIANCE:

- To recruit financial advisors.
- Managing strength of 30 team members.
- Providing financial advice to clients through company product and services.

NATURE OF JOB IN IBM:

- Attending the calls- Inbound Banking process (Credit Cards).
- Performing transactions on call and assisting to customer.
- Handling customer queries related to their card account.
- Cross selling of clients various products on calls in the convincing manner.

ACHIEVEMENTS:

Got appreciation certificate from REGIONAL MANAGER for giving 2-lac business in first month of joining.

Recruited highest no. Of financial advisor in Pondicherry-2 branch.

No.1 sales manager for 2 months in Pondicherry-2 branch in no. of policies.

No.1 sales manager for a month in Pondicherry-2 branch in Premium collection.

**Four months Summer Internship Program (SIP) training in M/S
ULTRA PURE TECHNOLOGY KITCHEN APPLIANCE INDIA
PRIVATE LTD, Coimbatore.**

- Achieved 183% - Sold 17 chimneys and 2 Solar heaters total worth of Rs.2,20,000 against the target of selling 12 chimneys worth of Rs.1,20,000 in the four months duration time.

SKILL

LEADERSHIP
INTRA-PERSONAL SKILL
MOTIVATIONAL SKILL
CONVINCING SKILLS

PERSONAL SKILLS & COMPETENCE

Basic knowledge of computer
MS office

Language skills

MOTHER TONGUE	Tamil	Speak & Write
OTHER LANGUAGES	English	Speak & Write
	Kannada	Speak only
	French	Write only

PERSONAL DETAILS

Name : Rishma. G
Father's Name : B.Gopalan
Mother's Name : G. Shakila
Marital Status : married
Nationality : Indian

Date of Birth : 30/03/1985

ADDRESS FOR COMMUNICATION:

Rishma. G
D-804,vaishnavi ars gardenia appartment,
2208,sm road,t. Jalahalli,Bangalore-560057
Mobile: +91- 9886128275
rishmajanee2022@gmail.com

**I DO HEREBY DECLARE THAT ALL THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF
MY KNOWLEDGE AND BELIEF.**

Date:

Rishma G