

## **CURRICULUM VITAE**

SANJEEV KUMAR

B-56 Indra Park Uttam Nagar,

New Delhi: 110059

Mobile: 08860050260

Email: [skumar9899137810.sk@gmail.com](mailto:skumar9899137810.sk@gmail.com)

### **OBJECTIVE**

To work in the challenging atmosphere, which provides good Opportunities for learning & growth, where I can enhance my skill & strength with company goals and objective.

### **EXPERIENCE**

Presently working in R1 RCM Global as a **Senior HR Analyst** from March 2018 to till now.

- Recognizing the manpower needs and taking them to the HR manager for approval
- Creating job descriptions for various roles and advertising them on various platforms
- Managing HR activities like meetings, interviews, and other schedules
- Assisting the recruitment process by reviewing CVs and shortlisting candidates
- Managing and handling the orientation of new employees
- Assessing the training needs and coordinating the training and development programs for employees
- Managing the employees' data of each department
- Overlooking the daily operations of the HR department.
- Worked as **Senior Executive** in EXL from May 2016 to Feb 2018.
- Worked as **Process Analyst** in Genpact from Feb 2014 to May 2016

***Associated with GENPACT (Reinsurance) in capacity of a Process Associate (Since Feb, 2014).***

### **ORGANISATIONAL EXPERIENCE**

**Since Feb 2014 with GENPACT as Process Associate.**

#### **Key Deliverables:**

- Supported the team to meet the TAT and accuracy and always help the team in a deadly situation
- Contributing in resolving the team queries and helping the new joiners in understanding the process as in when required
- Have taken the responsibility to take care of the daily volume in all the work type
- Delegation and execution of work in the absence of Team Manager