

Sakshi Khandelia

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Professional Summary			
Seeking a challenging HR Generalist role to apply my expertise in talent acquisition, employee relations, and HR analytics, enhancing organizational success through optimized HR processes and fostering employee satisfaction."			
EXPERIENCE			
Retail Partner		Bajaj Allianz life Insurance Company Ltd.	Jan 2023 - Present
Talent Acquisition and Onboarding Coordinator	Utilized HR criteria to meticulously assess and shortlist resumes, ensuring alignment with job requirements and organizational needs. <ul style="list-style-type: none">Conducted seamless interview scheduling, facilitating efficient candidate interactions, and subsequently managed the onboarding process while meticulously tracking and reporting progress for continuous improvement.		
Candidate Pool Management	Shortlisted candidates who demonstrated alignment with the outlined job requirements. Screened candidates based on predefined criteria to identify those meeting the specified requirements. <ul style="list-style-type: none">Shortlisted individuals possessing the essential skills needed for success in the designated positions.		
Lead Generation and Team building	Built a team of 74 Insurance Consultants, provided training and mentored them for best sales practices. Generated a premium of 25 Lakhs with 15 lives and attained 100% persistency ratio. Played a key role in business generation by leveraging team capabilities and provided support from recruitment to post hire support, contributing to overall team success.		
Degree		EDUCATION	Percentage / CGPA
PGDM		Institute	Year
		Manipal University, Jaipur (Online Distance Course)	2024-2026
BCOM (ACC HONS)		Shri Shikshayatan College, Kolkata	8.3 CGPA
Class XII (CBSE BOARD)		BR DAV Public School, Begusarai	89.5%
Class X (ICSE BOARD)		St. Paul's School, Begusarai	2017
Academics	ACHIEVEMENT & CERTIFICATION		
	<ul style="list-style-type: none">Certificate of merit from Shri Shikshayatan College.		
Certifications	Zero-day certificate from Bajaj Allianz (January 2023) <ul style="list-style-type: none">Webinar on LinkedIn growth (Consulting Club, SSC Kolkata)The fundamental of Digital Marketing, July 2021. (Google Digital, July 2022) Taekwondo (Bihar Taekwondo Association, 2014)		
SKILLS			
Professional Skills	<ul style="list-style-type: none">Employee relationsStrategic ThinkingConflict ManagementPlanning and organizingMicrosoft EXCEL, WORD, POWERPOINT		

	<div>NGUAGE▶</div> <div>Hindi (Native)</div> <div><div>• English (Proficient)</div><div>Marwari (Proficient)</div><div>Bengali (Beginner)</div></div>
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