

Jinsy S George



Contact

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Languages

English
Hindi
Malayalam

Education

- **Post Graduate Diploma in Human Resource Management, Bharti Vidyapeeth, Pune, India** (2008-2009)
- **MBA Finance (Previously known as Master of Financial Administration (MFA), Devi Ahilya University, Indore, India** (2002-2004)
- **B. Ed in Social Science, Singhania University, Rajasthan, India** (2013-2014)

Summary

Experienced Human Resources Professional with a strong background in the Information Technology and Services industry, as well as education. Proven track record in managing the entire Employee Life Cycle, with expertise in Training & Development, Performance Management, Employee Engagement, and Grievance Handling. Committed to fostering a positive workplace culture and driving organizational success through effective HR strategies. Passionate about supporting employee development and enhancing overall workforce satisfaction.

Experience

Coordinator September 2025 – Till Date

Eurokids Yamare

- Managed center operations
- Coordinated teachers & parents
- Handled admissions & inquiries
- Organized events & activities
- Monitored curriculum delivery
- Maintained student records
- Ensured safety & discipline
- Managed staff coordination
- Ensured smooth daily operations
- Addressed parent queries
- Coordinated training programs end-to-end
- Handled Recruitment, admin & attendance

Sr. Administrative Coordinator (Corporate Relations) June 2022-March 2024

International School of Management Excellence (ISME), Bangalore

- Coordinated recruitment & onboarding
- Scheduled interviews & follow-ups
- Organized inductions & training
- Managed program operations
- Handled faculty coordination
- Maintained student records
- Managed IBSP program activities
- Tracked performance & feedback
- Coordinated online classes (Teams)
- Supported payroll processing
- Ensured smooth daily operations
- Assisted in academic program execution

HR Executive (Human Resources) Jan 2011 – Dec 2012

Senate Technologies India Pvt. Ltd, Pune

- Led recruitment team & hiring operations
- Managed manpower planning & forecasting
- Conducted hiring across all levels
- Coordinated with stakeholders & vendors
- Scheduled interviews & walk-ins
- Released offers & ensured candidate follow-ups
- Used multiple sourcing channels
- Conducted aptitude tests
- Managed onboarding & documentation
- Issued appointment & relieving letters

Achievements

- Re-drafted the attendance policy and introduced various parameters in employee attendance system which resulted in a significant improvement in punctuality amongst employees from 23% to 97%.
- Successfully recruited and on-boarded employees
- Exclusively handled Oracle Financial Services, Pune, Bangalore, Mumbai
- Closing the highest number of client queries in a fast-track process
- Awarded as Best performer in the year 2007

- Conducted exit interviews & reports
- Identified training needs
- Coordinated training programs end-to-end
- Tracked feedback & improvement plans
- Handled screening & salary negotiations
- Generated employee IDs & welcome emails

IT Recruiter May 2008 – Sep 2009

Le Hr Solutions Pvt. Ltd., Pune

- Address the consulting needs and Technical Requirements of a major client accounts
- Sourcing and screening of resumes, scheduling of interviews, HR interviewing, negotiating, reference check, offer follow up
- Coordinate between Business Development and Recruiting teams to meet requirements
- Sourcing profiles through various sources for Niche Skills
- Maintaining database through Head Hunting, Referrals, Jobsites and Follow-ups. Screen Sourced Profiles and map skill sets to technical needs of the recruiting assignment
- Submit screened and short-listed profiles/resumes to client for technical evaluation. Coordinate with client for scheduling interview and interview process
- Follow-up with selected candidates to confirm their DOJ and keep the respective department informed of the same

Deputy Manager March 2007 – April 2008

Kotak Mahindra Old Mutual Life Insurance Ltd., Mumbai

- Coordinating with the HR- Head, Manager and Senior Manager for process training
- Preparing training schedule with the help of all above to provide training to the team and new joiners to understand the company and the work
- Making the minor and major alteration changes in clients' details after issuing the policy as per the company policy
- Allocating work to the subordinates and managing them to complete the minor alteration related work of the client
- Educating the client through mails about the Kotak product under the company's rules
- Solving the customer's problem at team level and motivating team to complete the assigned tasks within the given timeframe

Operation (Cisco and SSI) May 2005 – March 2007

Infosys BPM Pune

- Maintaining the details of the new joiners in a client tracker
- Consolidating the financial movements of the company for the customers and selling the products accordingly
- Taking care of the customer's problem and solving them according to the company's policy. Guiding the customer for purchasing the Software License as per suitability of their products