

Shailaja

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📍 Bengaluru

Profile

Results-driven HR professional with 6+ months of experience and expertise in talent acquisition, employee relations, and benefits administration. Proven track record of driving business growth through strategic HR initiatives and improving employee engagement.

Skills

Talent Acquisition	Strategic Recruitment
Candidate Sourcing	HR Analytics
Communication	Employee Engagement

Professional Summary

1. Having 6+ Months of experience as a HR
2. Develop and implement HR strategies to achieve business objectives.
3. Attract, source, and hire top talent to meet business needs.
4. Manage employee conflicts, grievances, and concerns to ensure a positive work environment.
5. Develop and implement performance evaluation processes to improve employee productivity.
6. Ensure adherence to labor laws, regulations, and company policies to minimize risk.
7. Create and implement recruitment marketing strategies to attract qualified candidates.
8. Analyze and plan for future workforce needs to ensure business continuity.
9. Analyze HR data to inform business decisions and improve HR processes.
10. Design and implement employee training and development programs.
11. Manage employee benefits, compensation, and rewards programs.
12. Foster a positive and inclusive company culture to enhance employee engagement.

Professional Experience

2023/11 – 2024/05 Bengaluru	Executive <i>Careernet /HirePro Consulting</i> Roles and Responsibilities: ----- 1. Managed full-cycle recruitment process for various positions 2. Built and maintained positive relationships with employees 3. Administered employee benefits programs and developed competitive compensation plans 4. Developed and implemented performance management systems 5. Designed and delivered training programs for employees 6. Developed and implemented diversity, equity, and inclusion initiatives 7. Conducted workforce planning and succession planning 8. Analyzed HR metrics and provided data-driven insights to leadership
2024/05 – present Bengaluru	Senior Priority Relationship Manager <i>Aditya birla Sunlife Insurance</i> Roles and Responsibilities : ----- 1. Explain and promote various insurance policies to customers (e.g. life, health, general) 2. Conduct needs analysis to determine suitable policies for customers

3. Provide policy recommendations and guidance to customers
4. Process policy applications and renewals
5. Build and maintain relationships with customers to ensure customer satisfaction and loyalty
6. Meet sales targets and achieve business goals
7. Stay up-to-date with industry trends, products, and regulations
8. Collaborate with internal teams (e.g. underwriting, claims) to resolve customer issues
9. Maintain accurate records of sales, customer interactions, and policy details

Languages

- English
- Kannada
- Telugu

Education

2016/07 – 2020/09 Hospete	B. Sc (PCM) <i>Vijayanagar College</i>	71%
2014 – 2016	PUC- Science <i>Reddy Veranna Residential College</i>	68%
2013 – 2014	SSLC <i>Reddy Veranna Residential School</i>	64%

Declaration

I declare that the information provided above is accurate and true to the best of my knowledge.

Shailaja