

Jinsy S George

Summary

Experienced Human Resources Professional with a demonstrated history of working in the Information Technology and Services industry and education. Expertise in managing the entire Employee Life Cycle including Benefit Administration, Performance Management, , Employee Engagement, Grievance Handling.

Experience

Administrative Executive (Corporate Relations) June 2022-Till Date International School of Management Excellence (ISME),

- Manag End-to-End responsibilities for External and Executive courses.
- Managed the administration activity for conducting the India Business Study Program IBSP program.
- Specialized in managing student's database. Maintain accurate records and grades for students.
- Monthly Performance assessment using feedback sessions & one to one interaction.Design the Compensation structure.
- Managing the online classes in Teams by scheduling the class and following up with the faculty.Participate in all staff and department meetings.
- Effective overseeing of the development and implementation of academic programs and activities.
- Recruiting (Sourcing) the faculty for CPA and other courses through LinkedIn.Sourcing and screening of resumes, scheduling for interviews, taking 1st HR round, negotiating, reference check, issuing offer letter & follow up. Issuing Appointment letters.
- Organizing Induction training programs for new joiners.
- Processing the salary for CPA faculty.

HR Executive (Human Resources) Jan 2011 – Dec 2011 Senate Technologies India Pvt. Ltd, Pune

- Handling the team of recruiters for complete recruitment process from entry level till senior management level.Manpower Planning, Recruitment Forecasting, support different Practice in recruitment to meet staffing needs following company guidelines.
- Participating in weekly meetings with practice to identify opportunities and communicating updates on the current recruitment related progress and status.
- Offer releasing and strong follow-up with the candidates till their joining.
- Managing Walk-ins independently. Coordinating with Vendors. Recruitments for all positions like Junior Level, Middle level, Senior Level
- Consolidating Manpower requirement from various departments for Manpower Planning.
- Handling the Selection procedure like screening, scheduling, Offer Release, Negotiation on various aspects of Offer, Explaining the Salary package, Role and position offered.
- Generating employee ids through HRIS and sending welcome mails

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)

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 onboarded employees.
- Exclusively handled Oracle Financial Services, Pune, Bangalore, Mumbai
- Closing the highest number of client queries in a fast track process.
- Best performer .

- Utilizing various channels of recruitment viz. Job Portals, Internal Job Postings, Employee Referrals and Consultants for sourcing of potential candidates. Conducting Aptitude test for short-listed candidates.
- On-boarding System: Handling joining formalities of newly joined employees & Issuing Appointment letters
- Conduct exit interviews & Preparing Exit Report & relieving letter and hand it over to the staff member
- Identifying the training and development requirements for the employees
- Managing the training program end to end from preparing the Training Calendar, coordinating with the Training Organizations/Trainers, conducting the Training Feedback
- Analysis and preparing action plans for continuous improvement

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 – August 2007

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 Executive (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.