

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

"Accomplished Human Resources Specialist with a proven track record in the Information Technology and Services sector as well as education. Proficient in overseeing the full spectrum of the Employee Life Cycle, encompassing adept management of Benefit Administration, Performance Evaluation, Employee Engagement, and Grievance Resolution."

Experience

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

- Efficiently managed end-to-end responsibilities for External and Executive courses, demonstrating adept coordination and organizational prowess.
- Spearheaded administrative functions for the prestigious India Business Study Program (IBSP), showcasing meticulous attention to detail and effective communication skills.
- Excelled in maintaining a comprehensive student database, ensuring accurate record-keeping and seamless student progress tracking.
- Conducted monthly performance assessments through insightful feedback sessions, contributing to the development of effective compensation structures and fostering employee growth.
- Skilfully facilitated online classes using Teams platform, showcasing strong digital proficiency and adaptability to remote learning environments.
- Provided effective oversight in the development and execution of academic initiatives, fostering a dynamic and engaging learning environment.
- Demonstrated strong recruitment skills by strategically sourcing faculty through platforms like LinkedIn, ensuring the selection of top talent to support academic programs.
- Implemented rigorous induction training programs for new hires, facilitating their seamless integration into the organization and promoting a positive workplace culture.
- Managed end-to-end salary processing for faculty, ensuring timely and accurate compensation disbursement and adherence to organizational policies.

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

- Leading a dynamic team of recruiters to streamline end-to-end recruitment processes, spanning from entry-level to senior management positions. Spearheading manpower planning initiatives and recruitment forecasting strategies to effectively meet staffing needs across diverse business practices, while adhering to company protocols.
- 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.
- Independently orchestrating walk-in interviews and vendor coordination.
- Managing the selection process with precision, from candidate screening to offer negotiation, while effectively communicating job roles and compensation packages. Ensuring a transparent and professional candidate experience, thereby enhancing employer brand reputation and attracting top talent.

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 .

- Conducting thorough exit interviews and preparing comprehensive exit reports to gather valuable feedback and insights. Proactively addressing any concerns or areas for improvement, thereby enhancing employee satisfaction and mitigating potential turnover risks.
- Proactively identifying training and development needs, designing and delivering impactful training programs, and evaluating outcomes to drive continuous improvement and skill enhancement across the organization. Strengthening employee capabilities and fostering a culture of learning and growth.

IT Recruiter May 2008 – Sep 2009

Le Hr Solutions Pvt. Ltd.Pune

- Strategically address the consulting needs and technical requirements of major client accounts, ensuring alignment with business objectives and delivering tailored solutions to enhance client satisfaction and loyaltySourcing and screening of resumes, scheduling of interviews, HR interviewing, negotiating, reference check, offer follow up.
- Utilize advanced database management techniques, including headhunting, referrals, and job site monitoring, to maintain a comprehensive candidate database and ensure timely follow-up on potential leads, optimizing recruitment efficiency and effectiveness.
- Sourcing profiles through various sources for Niche Skills.
- Facilitate the interview process by coordinating with clients to schedule interviews and managing candidate communications, ensuring a smooth and transparent experience for all parties involved, and proactively following up with selected candidates to confirm their date of joining and maintain alignment with departmental timelines and objectives.
- Follow-up with selected candidates to confirm their DOJ and keep the respective department informed.

Deputy Manager March 2007 – August 2007

Kotak Mahindra Old Mutual Life Insurance Ltd., Mumbai

- Collaborate closely with HR leadership, including the HR Head, Manager, and Senior Manager, to streamline process training initiatives, ensuring alignment with organizational goals and standards.
- Develop and implement training schedules in coordination with HR stakeholders, facilitating comprehensive on boarding sessions for both team members and new hires to foster a deep understanding of company culture and job responsibilities.
- Execute timely updates and modifications to client details post-policy issuance, adhering strictly to company policies and protocols to ensure regulatory compliance and operational efficiency.
- Delegate tasks effectively to subordinates and provide guidance to ensure timely completion of minor alteration-related assignments for clients, maintaining a high standard of service delivery and client satisfaction.
- Educate clients via email correspondence on Kotak products within the framework of company guidelines and regulations, fostering strong client relationships and promoting brand loyalty.
- Address customer issues at the team level, inspiring motivation and teamwork to ensure tasks are completed within specified timelines, driving overall team productivity and performance.

Operation Executive (Cisco and SSI) May 2005 – March 2007

Infosys BPM Pune.

- Systematically updating the client tracker with pertinent information about new hires, ensuring seamless integration into client interactions and bolstering organizational efficiency and client satisfaction.
- Proactively addressing customer issues in accordance with company policies, fostering positive client relationships and brand loyalty. Additionally, providing expert guidance to customers on software license purchases, ensuring optimal product fit and customer satisfaction.