
AnupamSharma

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Summary

- **4yrs working experience in Bancassurance in PNBMETLIFE**
- **Insurance Induction,Product Awareness,Target Achievement**
- Experienced HR & Recruitment Professional with proven expertise in lateral and bulk hiring,new-hire orientation,grievance handling,employee engagement,induction, employee documentation, joining and exit formalities, exit interviews, performance & appraisals & Payroll
- **Around 6 years of experience in the field (Management) of IT and Non- IT Recruitment** in handling both domestic and International(Overseas) Recruitment
- Have extensive knowledge of IT hiring
- Experienced in manpower handling,identifying training needs and conducting training, employee grievance handling, employee engagement activities and conducting exit interview
- Develop and maintain positive relationships with employees at all levels and promote an energizing and open work environment
- Good communication and interpersonal skills
- Innovative thinker and excellent leadership qualities
- Excellent in negotiating and motivating people
- Sourcing and Screening candidates

Skills

- **Insurance keytool**: Customer interaction, Staff Recruitment & Retention, Employee Relations,Orientation,Boarding,Training,Development,PerformanceManagement, Payroll, PF & ESI, Salaries & Attendance
- **JobPortals**:Naukri,Monster,CareerBuilder,NaukriGulf,Dice, LinkedIn, Timesjobs,Bayt.Com, Indeed
- **ITSkillSet**:FrontEnd,BackEnd, SEO,Networking,Designing, QualityTestingetc.
- Abilityto manage multiple assignments
- Expertise in Interviewing,Talent Acquisition,Performance Management
- Recruiting Operations, Sourcing, Onboarding
- HR Analysis and Orientation
- Multi-Level Communication
- Team Leadership
- Working knowledge of MSOffice, MSOutlook, AdobeReader, MSPowerPt

Work Experience

Current organization.:PNB METLIFE

Designation :STM
Department :BusinessGeneration
Duration :Oct2019to Sept 2023

Company Name :AronWebSolutions

Designation : Sr. HR
Department :HumanResource& Operations
Duration :Sep2018toSep2019

Company Name :EcoveSolutionsPvtLTD

Designation : HRManager
Department :HumanResource& Operations
Duration :July2017toSep2018

CompanyName :KbizsoftSolutions
Designation :Sr.Executive–HR&Operations
Department : Human Resource & Operations
Duration :December 2016 to July 2017

KeyResponsibilitiesHandled

HRGeneralist: Looking after HR Operations,Recruitment and Selection,MIS,Job Descriptions, Employee Engagement activities and other HR practices.

Responsibilities:

Bancassurance

- Client interaction,lead Generation,Conversion of ColdCall
- Scheduling & CoordinatingTeam.
- Coordinating with CRM and Convert appointment□ into conversion for requirements.
- Coordinating with the clients for the requirements and scheduling.
- Fix claim cases, Policy Retention
- Onboarding of old customer into newbusiness lead.
- Conducting Reference/Background checks
- Organizing the bank visit for new appointment.

TrainingandDevelopment:

- Training need analysis through closely monitoring employee performance

- Coordinating with line managers, functional/operational heads
- Generating and Maintaining records regarding training undergone by employees at different levels
- Planning and coordinating the entire co-ordination process.

Employee Engagement Activities:

- Conducted employee engagement activities with new ideas.
- Handled and coordinated with all team members for these activities.

Academics

Course	Institution	Year of Completion	Percentage(%)
MBA	Punjab Technical University	2014	72
PG	CMJ University	2012	80

Extra-curricular activities

- Secured 90% in TALLY9 course.
- Won 2nd prize in inter collegiate Quiz competition
- Done basic certification course of CA.
- Participated in school and college level dance and dramatics competitions.

Personal Details

- **Date of Birth:** Oct 30, 1987.
- **Contact Address:** #183 Phase 3A, Mohali
- **Marital Status:** Single
- **Languages known:** English, Hindi, Punjabi
- **Interests:** Building Vocabulary, Listening to music, R&D related Myfield, Cooking, Traveling.
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Dated: _____

Signature: _____