
Ravneet Kaur



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SUMMARY

Seasoned HR professional with over 15 years of comprehensive experience in Human Resource Management across large firms and start-ups. Proven track record in PAN India hiring, performance management, and budget management, particularly within the insurance sector. Adept at collaborating with leadership to drive organizational success and enhance employee engagement.

SKILLS

- **PAN India Recruitment:** Expertise in sourcing, screening, and on boarding talent across diverse roles and regions.
- **Performance Management:** Implementing performance evaluation systems and fostering a culture of continuous improvement.
- **Budget Management:** Skilled in managing HR budgets, optimizing resource allocation, and ensuring cost-effective hiring practices.
- **Insurance Industry Knowledge:** Extensive experience in developing and managing HR functions specific to the insurance sector.
- **Stakeholder Management:** Strong ability to liaise with executives and department heads to align HR initiatives with business goals.
- **Technical Proficiency:** Proficient in MS Office Suite and HRIS systems, with strong analytical skills for data-driven decision-making.

EXPERIENCE

Assistant Vice President- HR | SPA Capital Services Ltd | August2018 – PRESENT



SPA offer optimum and ethical solutions across domains of wealth management, insurance broking, investment banking, merchant banking, corporate finance, transaction advisory and valuation services.

Responsibilities: -

- Involved in talent acquisition, talent management, employee engagement, budgeting across all business lines PAN India.
- Developed a new dealership vertical in insurance, setup a new branch and responsible for hiring, budgeting, performance, employee engagement etc.
- Actively participating in all insurance vertical – Corporate, Retail, Agency and dealership PAN India
- Develop and maintain the recruitment process in the organization (including its recruitment measurement definitions, regular measurement reporting, taking proper action to close gaps).
- Full life cycle recruiting experience consisting of defining Job role, candidate sourcing, managing interview and selection process, offer negotiation and release offer, Initiating on boarding process with the team.

- Engaging with employees, having Skip Level meetings with them and close all action items with the associates/supervisors in terms of performance and dashboard MIS.
- First level of Orientation (Day One presentation) for new joiners.
- Facilitate end to end Stakeholder Management, understand Business Objectives and provide solutions/ strategies.
- Coordinating for employee learning and development
- Update internal databases with new employee information, including contact details and employment forms with the help of team.
- Recruit on various requirements through Job Portals, Social Media platforms, Existing Database, Internal References, Professional Sites, Consulting, Job Fair, Job Postings Mails, Walk-ins/ Drives.
- Handling the Corporate Recruitment and HR Operations function, and involved in hiring of Technical & Non-Technical Roles.
- Salary positioning, offer negotiation and closure of positions within allotted TAT
- Organize awareness programmes related to Govt welfare scheme, ESIC, EPF etc.
- Do branding for employee engagement activities by using various portals like posters, HRIS, Notice boards etc.
- Organize functions like Rewards & Recognition, Achievement Award Ceremony, Annual Day in corporate and all the plants annually.
- Connect with employees during branch visits / face-to-face, telephonic discussions and gauge their engagement pulse.
- Engage with business heads to understand business requirements and identify key agenda items to be addressed with a monthly/ quarterly focus (such as attrition management, on-the ground engagement, any central initiatives to be driven etc.
- Draw insights from field and employee feedback; Share with business heads to help better understand employee concerns and identify areas of improvement and provide solutions
- Develop and execute initiatives to address both business and HR priorities for the month/ quarter/year

Sr. Manager- HR | Unified Credit Solutions Pvt Ltd | April 2009 – July 2018

Established in 1991, Unified Credit Solutions Pvt Ltd (UCS) is a leading B2B credit management group specializing in business information services, receivables management, Debt Collection and Para legal Services.

- Manage the entire cycle including sourcing, screening, negotiation, closing, documentation, offer creation, induction, onboarding, administrative components, Grievances,. Involved in lateral hiring, offer processing, campus hiring, employee referral sourcing.
- Expertise in managing functions pertaining to joining, induction, statutory compliances, employee relations, compensation and rewards for the company.
- Providing high-level administrative support and managing organizational policies and procedures
- International and national on boarding
- Offer processing of management hiring
- Documents approval process
- Biometric attendance process
- Maintain tracker of job posting and job I'd
- Vendor Management, Processing the invoice related to recruitment, Recruitment expense maintenance.
- Online Document/File Management of all the locations, handling documentation queries, File auditing, Exit formalities.

- Provided accurate and timely reports and communication to management, hiring managers, employees and candidates.

Asst Manager - HR | Evolvence Advisory Services Pvt Ltd | OCT 2007 – Apr- 2009

- Handled complete Recruitment Life Cycle – Job Posting, Sourcing, Short-listing Profiles, Tracking, Follow-ups, Interviews, Campus Drive, Job Fairs, offer roll out.
- Provided accurate and timely reports and communication to management, hiring managers and Human Resource Business Partners.
- Recruited on majority of the lateral & functional requirements through various job portals and through referrals, social platforms & existing business relationships.
- Managed contract employee relationships, followed good recruiting practices and provided HR generalist support to the candidates.
- Maintained & handled all responsibilities such as Joining Formalities, Documentation and the relevant files of the consultants.
- Documented general business/ client trends, observed the pattern of client requirements and hence implemented the best practices.
- Prospected for candidates via referrals, database searches, and web search and job postings.
- Essential Duties and Responsibilities included establishing and strengthening relationships with consultants and hiring managers at client end to partner in delivery on all talent need.
- Successfully negotiated employment offers that aligned with hiring company and new employee goals.
- Keep a track of records to the procedures, processes formats / forms in line with Organizational goals.
- New joiner attendance, list of joiner, coordination with trainer for on boarding, handled grievance of new joiner.

Asst. Manager – HR – Johnson & Johnson Ltd (2003 -07)

Sr. Executive – HR – A K Capital Services Ltd (2002-03)

EDUCATION

MBA – HR – Symbiosis Pune

MA – HP University - Shimla English

B.A | Delhi University · Major: Art & humanities