**Deepshikha Bhugra**

**Email : deepshikha.bhugra@gmail.com**

**Mb. : 8929639377**

**Objective :**

To grow professionally and technically in the global world while working in a team with shared goal, efforts and a constant drive to excel.

**Work Experience**

**Ganga Engineering Works 27th April 2017 – 7th Jan 2020**

# Designation: Asst. Manager – HR & MIS (Corporate & Administration office)

#### Key Responsibilities

* Recruiting and staffing,
* Proficiency in Excel to maintain & analyze data
* Maintaining records all of inventory, Raw material etc.
* Organising seminars, workshops and events.
* Arranging their entrance exams, interview, employee onboarding, development, needs assessment, and training
* Regular and frequent follow ups on inquiries of the employees
* Handle various activities related to the employees
* Releasing salaries, PF, expensive, advance etc.

**Work Experience**

**Saife Vetmed Pvt. Ltd. 5th Nov 2014 – 1st Feb 2017**

# Designation: Asst. Manager – HR

#### Key Responsibilities

* Responsible for the entire life cycle of recruitment
* Sourcing through various channels like portals and social networking sites
* Initial Screening of potential candidates
* Coordinating with the client till candidate’s onboarding.
* Co-ordinate with the candidates for pre and post joining formalities.
* Knowledge Sharing with new team members.
* Arranging their entrance exams, interview, employee onboarding, development, needs assessment, and training
* Regular and frequent follow ups on inquiries of the employees
* Handle various activities related to the employees

**Work Experience**

**Indian Institute of Planning and Management (IIPM) 13th June 2012 – 1st Nov 2013**

# Designation: Counsellor

#### Key Responsibilities

* Counsel candidates and parents and suggest them the right course according to their academics qualification.
* Handle walk in inquiries and as well as on call
* Organising seminars, workshops and events.
* Arranging their entrance exams, interview.
* Targeting on more and more admissions.
* Regular and frequent follow ups on inquiries
* Handle various activities related to the registration, enrollment, admission etc.
* Handling Fee Payment and other dues collection.

**Work Experience**

**United health Group (Gurgaon) 20th Sep-2010 – 4thJune 2012**

# Designation: Claim Associate (Operation department)

#### Key Responsibilities

* Making MIS report on weekly basis
* Review and research of the claims
* Reviewing benefit coverage criteria of the claim and send forth the claim for Adjudication
* Providing information to the claimer, on what basis claim has been paid, pended or denied.
* A look back review of the claim after adjudication, in order to maintain customer satisfaction.
* Audit of the claims to insure quality work.

**Work Experience**

**Aviva Life Insurance Co. India Ltd. June 2008 - February 2010**

# Designation: Executive (Operation department)

#### Key Responsibilities

* Implement and maintain agreed quality and quantity controls, which will aid pro – active management and the anticipation of problems
* Scrutinizing the discrepancies of proposal forms marked by the New Business team for North India Branches and coordinating with the branches to resolve the same.
* Coordination and solution for all the queries raised at branches across North India.
* Maintaining MIS of RTS cases on daily basis and updating it on the Webforms
* Interact with different department like Finance, Underwriting and IT departments on mails or in person
* Reporting the scanning errors on a daily basis for the timely issuance of the policies
* Publishing MIS on weekly basis and maintaining data the for reference
* **Projects handled**
  + **Reducing client QC**
* **Achievement**
* Able to reduce the error percentage of the QC team through project undertaken.
* Received a**certificate of excellence**

**RELIANCE GENERAL INSURANCE COMPANY LTD:**

# Designation: Executive (Operation department)

**Job Profile : From : Dec 2006 to May 2008**

* Update corporate office M.I.S / Tracker (Policy & Endt MIS) on daily and weekly Basis.
* Quality check of Documents and Co-Ordination with Branch Service Managers, Sales Managers and Underwriters.
* Cover Note Control.
* Process the final Assessment of motor Claims
* Draft Non Motor Policy (Marine, Engineering, Liability) etc.
* Operate the Client’s Account as per the Declaration Provide by the Insured.

## **Professional Qualification**

* MBA from Symbiosis, 2010 (HR)
* One year diploma in Computer, 1993

**Academic Qualification:**

* Graduate in Arts from Sri Aurobindo College in 1998
* 10+2 from CBSE in 1995.
* High School from CBSE in year 1993

**Personal Details:**

Marital Status : Married

Husband Name : Mr. Kapil Bhugra

Date of Birth : 01.02.1976

Address : 1606, Galaxy North Aveune -2,

Gaur City -2, Greater Noida West.

***Reference available upon request.***

Date : 19July 2020

Place : Gr. Noida (W)

Deepshikha Bhugra