2002-2004

**HR GENERALIST**

BALASA, Inc / 2012-2013

**HR GENERALIST**

BALASA, Inc / 2012-2013

**HR GENERALIST**

BALASA, Inc / 2012-2013

Your Street Address Here.

ENGLISH

HINDI

FRANCH

**LANGUAGE**

**EDUCATION SUBJECT**

Collage / University Name

GPA-5.00 (A+)

2002-2004

**EDUCATION SUBJECT**

Collage / University Name

GPA-5.00 (A+)

2002-2004

**EDUCATION SUBJECT**

Collage / University Name

GPA-5.00 (A+)

**EDUCATION**

**SELF STATEMENT**

www.telmira.com

+8801790 30 33 15

zoan@telmira.com

Human Resources

**ZOAN**

**TELMIRA**

* Manage all HR-related tasks for a 200+ employee medical firm, including payroll processing, employee benefits program, documentation, interviewing, training, and on-boarding new recruits
* Coordinate with IT department to update and automate several onboarding tasks, streamlining new-hire processes and increasing new employee satisfaction rate by 35%, and reducing recruitment costs by 15%
* Cut benefits costs by 15% through negotiating for improved contracts with leading healthcare providers, ensuring benefits were not allocated to non-eligible employees
* Develop and implement new targeted hiring policies and outreach recruitment programs, diversifying workplace environment by 20%
* Manage all HR-related tasks for a 200+ employee medical firm, including payroll processing, employee benefits program, documentation, interviewing, training, and on-boarding new recruits
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Personable and dedicated Human Resources Generalist with 8+ years of experience in benefits management and administration, as well as staff recruitment and development. At Meadow Labs Inc, increased employee satisfaction rate by 35% and reduced recruitment and benefit costs by 15%. Able to decrease the gap between labor force and upper management to produce a cohesive and productive work environment.

**EXPERIENCE**

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* Develop and implement new targeted hiring policies and outreach recruitment programs, diversifying workplace environment by 20%

Awards name

Company - Institute Name

companywebhere.com

Awards name

Company - Institute Name

companywebhere.com

2002-2004

2002-2004

SPORTS

TRAVEL

ENTERTAINMENT

FITNESS & HEALTH

**INTEREST**

**AWARDS**

Microsoft Word

Adobe Creative Cloud

Html Css

Office Excel

**SKILLS**

Human Resources

**ZOAN**

**TELMIRA**

**WORK EXPERIENCE**

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