

Saroj Kalra

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PROFESSIONAL SUMMARY

-----Committed and driven professional, proven by taking over projects and driving them to completion,

----- A strong problem solver with good analytical skills,

----- High integrity individual with ability to seek solutions and create successful outcomes.

After my post graduation I worked in the corporate sector in pharmaceutical and software development in different areas in all capacities from entry level to middle management. Thereafter I had to take a sabbatical to help raise my family. I kept in touch with the corporate sector in various work opportunities and relocating to the US in Nov 2011, joined the real estate industry full time as a salesperson consultant in full time capacity.

EXPERIENCE

- 1) **Realtor salesperson-January 2013 to present** --Currently actively licensed in the state of New Jersey as a real estate salesperson consultant dealing actively with residential sales and rentals of single family homes. Currently associated with **Keller Williams Realty**, Bergen county partners, Bergen county , New Jersey.
- 2) **Realtor salesperson--March 2014 to present**---Subsequently cleared the New York real estate salesperson exam and worked with different brokers since.
- 3) **November 2011**--Relocated to US
- 4) **Inomedia Pvt Ltd--February -March 2008--October-2011**-Worked closely for US based HR starter firm Innomedia. Ltd. Helped them set up a physical office in Gurgaon (satellite town near New Delhi). Responsibilities included office space selection keeping in mind the budget and location, lease contract formulation, and working with architects and contractors during interior construction design and construction phases. Recruiting about six junior associates and heading the office.
- 5) **UnitedHealth Group, Gurgaon-October 2007-February 2008** ---Joined UHG, Gurgaon as an human resource associate, worked in different capacities with Human resources team, mainly in IT sourcing. Job responsibilities included finding best fit candidate in minimum possible time frame for consulting requirements in all areas of IT, particularly headhunting for IT skill set Automation testing -Winrunner, LoadRunner, QTP, SILK, Data Warehousing :ETL tools.

---This involved searching through job sites, identifying the resource, downloading resumes for database development, telephonic prescreening for technical competency as well skill assessment called Success factor round. Shortlisting candidates for technical panel round interview, coordinating with candidates & interview panel for scheduling interviews and making confirmations. Uploading resume on company database system. Preparing quality summaries of a person's skill set and personality strengths. Participation at various levels for hiring events organized in different cities like Delhi & NCR region, Pune & Bangalore. Was initiated into 3 months training for medical insurance claim adjudication process --UNIPRISE, thereafter was introduced to the production floor.

- 6) **March 2005-- August 2007**--Worked for a small call centre setup for a medical practitioner based out of New Jersey, USA. It included calling patients to set up the doctor appointments, referral appointments, test reports availability and reminder calls about scheduled appointments. Work profile also included talking to insurance companies for claims adjustment and settlement. From 2006 onwards it was work from home in the same profile.
- 7) **March 1999--- Feb 2005**---Took sabbatical for family reasons, With the birth of my elder daughter in march 1999, I relocated to Kansas city . Kansas. of husband's job transfer and association with ERC. Younger daughter was born in Jan 2001, thereafter relocated back to India in December 2001.
- 8) **Panacea Biotec ltd, New Delhi, India Sept 1995---Feb 1999**-- This was a pharmaceutical firm involved in manufacturing medical drugs. Worked on new projects development. Assisted in research and data collection for projects, liaised with banks for various day to day needs of the company, Started as project executive and was promoted to assistant manager, Further responsibilities included liaising with banks for working capital needs of the projects and administrative responsibilities of the assigned projects.
- 9) **Telephone cables ltd , Chandigarh, India, July 93 -July1995**-- This was a telephone cables manufacturing firm involved in making copper cables for the landline phone industry. Worked as administrative assistant to plant manager. The day to day responsibilities included collection & analysis of daily production data for finished goods inventory. Additional responsibilities included helping the plant manager in planning of HR requirements and analysis of new production schedules. Developed a screen for new projects and facilitated discussion around hurdle rate and other important considerations, thereby gaining credibility in the system to act as a gatekeeper of the new initiatives.
- 10) **Computer Point India Ltd, Chandigarh, June 1992- June 1993**-- Worked as Career counsellor for this computer training institute. Primary responsibilities included meeting student enrollment targets, devising & implementing sales initiatives to retain the sales targets.

EDUCATION

MBA from Himachal Pradesh University, Simla 1990-1992.

Bachelor of Science(Medical) from Govt College, Chandigarh, 1987-1989

High School Graduation from , Kendriya Vidyalaya, Chandigarh, 1987

ACTIVITIES & PERSONAL INTEREST-- Golf , Interior Designing

