



KARENZA MCKENZIE

EXPERIENCE

Feb 2022 – Jul 2022

HR Coordinator • Kanf Inc. (Operating as Cronos Consulting Group)

As an HR Coordinator at Kanf Inc., I facilitated diverse HR functions, from recruitment to interview scheduling, ensuring seamless processes. I also played a key role in talent acquisition efforts and meticulously maintained employee records within the designated systems.

Sep 2019 – May 2021

Sr. Associate • WNS Global Services Ltd.

In my capacity as a Senior Associate, I focused on validating insurance details and rectifying policies, ensuring accuracy in handling insured individuals' particulars. Additionally, I provided support to new hires regarding process-related queries and actively contributed to Robotics Process Automation (RPA) projects, specifically in the development of smart forms for improved efficiency.

Nov 2012 – Apr 2019

Claims Executive • Gladstone Agencies Ltd.

In my role as a Claims Executive at Gladstone Agencies Limited, I managed and processed insurance claims, ensuring accuracy and timely validation. I maintained meticulous records and collaborated effectively with internal teams to streamline claim resolution processes.

EDUCATION

Loreto College, Kolkata, West Bengal

- Bachelor of Arts, 2012

NIIT, Kolkata, West Bengal

- Diploma in Computer Applications, 2013

Asutosh College, Kolkata, West Bengal

- Diploma in Industrial Relations & Personnel Management, 2015

SKILLS

- | | |
|------------------------|----------------------------------|
| • HR Administration | • Microsoft Office |
| • Self-Motivation | • Keyboard Proficiency and Speed |
| • Communication | • Ability to work under pressure |
| • Computer skills | • Adaptability |
| • Fast Learner | • Ability to Multitask |
| • Time Management | • Leadership & Teamwork |
| • Interview Scheduling | • Talent Acquisition |



Flat No. 4, Al Noor Society,
Road No. 7E, Tingre Nagar,
Pune, Maharashtra - 411032



+919007765568



Karenza.mckenzie@gmail.co
m

OBJECTIVE

Highly skilled HR Coordinator proficient in recruitment and training, holding a B.A. General certificate along with diplomas in Computer Applications and Industrial Relations & Personnel Management. Efficient administrative HR professional with expertise in Microsoft Office, team collaboration, and multitasking, excelling in communication and administrative duties.