

# Sonali Chillal

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## Key Skills:

- Human Resources Development
- End-to-End Recruitment
- Offer Management
- Onboarding and Induction
- Employee Relations
- Policy & Procedures
- Corporate Profitability
- Employee Satisfaction
- Productivity Enhancement
- Staffing and Recruitment
- Payroll & Administration
- Benefit & Compensation
- Employee Orientation
- Statutory Compliances
- Job Portals Management
- Documentation & Background Verification
- Salary & Payroll Management
- Timesheet Management
- Customer/Clients Records Management
- Leadership & Team Management
- Analytical & Problem-Solving Skills

## Academic Highlights:

- Master's in Business Administration (Industrial Relations) from ITM University in 2016
- Bachelor Of Management Studies (Human Resource) from Mumbai University in 2014

## Profile Synopsis:

A seasoned **HR professional with 11+ years** of expertise in **Human Resources Development** and **Employee Relations**. Proven track record of **implementing impactful Policies and Procedures**, contributing to **Corporate Profitability**, enhancing **Employee Satisfaction** and **boosting verall Productivity**.

Proficient in **Staffing, Recruitment, Payroll Administration, Benefit** and **Compensation Management, Employee Orientation** and **ensuring Statutory Compliances**. **Strategic HR leadership** and **fostering a positive workplace culture**.

Currently looking out for a challenging job opportunity to contribute my expertise to an organization fostering mutual growth and innovation.

## Key Highlights:

- Awarded the esteemed title of '**Best Human Resource**' at **Astute Service Pvt Ltd.** in **2021 – 2022**.
- **Recognized** for **consistently demonstrating tireless effort** and **unwavering dedication** in the **realm of Human Resources**.
- Elevated **standards** with **professional** and **engaging ISO training** for **employees**.

## Technical Skills:

- Proficient in **Microsoft Office Suite: Word, Excel, Outlook and PowerPoint**.
- Specialized expertise in **Payroll Software: Paywhiz**.

## Personal Details:

- Location: **Kasba Peth, Pune**

## Career Highlights:

### Visionindia Software Exports Ltd. from January 2022 to March 2023

#### Role: Recruitment Manager

- Lead the entire recruitment life cycle, ensuring a seamless and efficient process.
- Leveraging various platforms such as Naukri, Monster, Indeed, LinkedIn to identify and attract top-tier talent.
- Rigorously shortlisting and screening candidate CVs, aligning their skills with the specific job requirements.
- Engaging in proactive cold calling and conducting impactful telephonic HR rounds to evaluate candidate suitability.
- Establishing effective communication through timely emails and diligent follow-ups, ensuring a positive candidate experience.
- Maintaining a dynamic recruitment tracker with intuitive dashboards to monitor and streamline the candidate pipeline.
- Coordinating seamlessly with technical panels and the CTO to schedule and facilitate interview processes.
- Proficiently handling candidates' documentation process and Background Verification (BGV) for all candidates.
- Managing the intricacies of salary structures and efficiently handling partial payroll responsibilities.
- Issuing Offer Letters and Appointment Letters to successful candidates with precision and professionalism.
- Leading the onboarding and induction process for new employees, ensuring a smooth transition with a personalized Welcome Kit.
- Collaborating with employees for accurate timesheets, attendance records and maintaining customer/client-related documentation.

### Astute Corporate Services Pvt. Ltd. from July 2017 to January 2022

#### Role: HR Manager

- As the HR Operations Manager, took charge of all aspects of human resources strategies and operations within the company.
- Established and implemented an effective exit interview program, enhancing the understanding of employee feedback and experiences during departure.
- Oversight of various HR functions, including planning, implementing and administering programs related to employee relations, recruitment, performance management, compensation, payroll and benefit administration.
- Expertly handled performance management processes, including disciplinary actions, exit interviews and meticulous HR record-keeping.
- Handle end-to-end processes for new hires, benefit orientation, termination and payroll paperwork, ensuring compliance with relevant laws and regulations.

- Develop and modify job descriptions across all departments, aligning roles with organizational objectives.
- Coordinate and execute the entire recruitment process, from maintaining a resume database to salary negotiations and issuance of offer letters and appointments.
- Collaborate with department heads to plan human resource requirements, organize interviews and conduct induction programs.
- Manage relationships with external consultancies for active job requirements, if necessary.
- Oversee day-to-day attendance tracking, maintenance of leave cards and handling off-roll manpower management.
- Periodically create and implement new organizational policies, taking ownership of the execution.
- Identify training needs in consultation with department heads, organize internal training programs and gather employee feedback. Maintain process-related records as per business guidelines, conduct awareness classes and handle payroll consolidation with meticulous attention to details.
- Generate salary statements, coordinate with banks for salary disbursement and handle payroll grievances.
- Prepare and submit statutory reports such as PF, ESI, PT and ensure timely compliance with legal requirements.
- Process PF claims of departed employees, plan and execute midyear and annual performance reviews.
- Manage confirmation, promotions, increments and distribution/documentation of annual appraisal letters.
- Assist HR Head in implementing organizational HR processes, handle personal file management and provide MIS reports to top management on Recruitment Status, Attrition Analysis, Overtime & late coming reports, Absenteeism Reports of On-Roll Employees, Training Analysis and other reports (as per the Top Management requirement).
- Conduct induction sessions for new joiners, issue various HR-related communications and manage administrative areas like security and housekeeping.
- Resolve employee grievances promptly, addressing queries related to payroll, attendance, HR policies, leave details and timesheets.
- Administer employee benefits, including maintaining leave records, leave encashment, salary advances, employee bonuses and celebrating employee birthdays.

## **Maestros Mediline System Limited from July 2015 to September 2016**

### **Role: HR Executive**

- Playing a key role in collaborating closely with the Technical panel to comprehend their requirements and define job positions.
- Skillfully shortlisting resumes based on desired skills and experience, ensuring a precise match for open positions.
- Managing the advertising of vacancies and meticulously screening and shortlisting resumes to streamline the hiring process.
- Conducting thorough telephone and personal interviews in coordination with departmental heads to assess candidate suitability. Crafting offer letters, job descriptions and overseeing the completion of joining formalities and documentation.
- Efficiently compiling and processing attendance data through the attendance system.
- Generating monthly attendance muster for all employees, maintaining personal files and communicating with department heads across all organizational levels.
- Monitoring and tracking attendance, maintaining leave records, managing PF records and issuing relevant letters.
- Proficiently handling the preparation of full and final settlements and generating Experience Letters and Relieving Letters.
- Expertly handling the tracking of confirmation, appraisals and increments for employees.
- Playing a key role in the preparation of salary structures, ensuring accuracy and compliance.

## **PHI Creative Solutions Pvt. Ltd. from August 2014 to May 2015**

### **Role: HR Executive**

- Expertly manage end-to-end payroll processing, encompassing salaries and incentives, ensuring accuracy and compliance. Drive the Training & Development initiatives to enhance employee skills and knowledge for continuous growth.
- Expertly handled Recruitment, Orientation and On-boarding processes, ensuring a seamless and positive experience for new hires. Lead Performance Management and Appraisals, fostering a culture of continuous improvement and recognition.
- Implement and enforce HR Policies & Procedures to maintain a structured and compliant work environment.
- Administer HRMS Database, ensuring data accuracy and accessibility for informed decision-making.
- Oversee Attendance & Leave Management, ensuring accurate tracking and adherence to policies.
- Generate insightful M.I.S Reports for strategic decision-making and monitoring key HR metrics. Foster positive Employee Relations, addressing concerns and maintaining a conducive work environment.
- Manage Time effectively, optimizing schedules and resources to enhance overall organizational efficiency.

## **HR Seach India Pvt. Ltd., HR & Admin from July 2012 to April 2014**

### **Role: HR & Administration**

- Played a key role in managing the recruitment process, handling 10-15 placements on a monthly basis.
- Served as the Lead Recruiter for the Managing Director's office, overseeing recruitment strategies and execution.
- Employed various sourcing methods, including browsing, contacts and references, to identify potential candidates.
- Actively posted and mass-mailed job requirements on multiple portals to attract a diverse pool of talent.
- Assessed the quality and suitability of resumes based on client requirements, shortlisting candidates for interviews.
- Maintained a comprehensive database and generated reports to streamline the recruitment process.
- Conducted thorough verification of original certificates during the onboarding process.
- Played a crucial role in preparing appointment orders and providing insights on salary break-ups for employees.
- Communicated employment terms effectively to ensure clarity and understanding.
- Successfully prepared and organized yearly Cultural Calendars, orchestrating activities in alignment with the calendar.