**Prachi Solanki**

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**Personal Details**

**Date of birth:** 30/03/1991  
**Languages known:** English, Hindi and Gujarati

**Address:** D-302, Swati Florence, Beside SOBO Center, South Bopal, Ahmedabad

**Career Objective**

Seeking a position in a well known organization as an HR generalist to use my experience for the better growth and profitability of the firm.

**Computer Knowledge**

* Expert in basic use of computer.
* Internet savvy.
* Tally ERP 9

**Achievements**

25,000/- As bonus for best hiring in short Time

Employee of the months in Wizards technology

Employee of the month in Softrefine Technology for best hiring in time line

**Core Competencies**

* Good knowledge of working on PF and ESIC.
* Employee relation skills.
* Problem solving skills.
* Multi-tasking.
* Linkedin Savvy
* Emails and drafting
* Know about many resources for Recruitment

**Work Experience**

**Company Name: Softrefine Technology pvt ltd.**

**Designation:** HR Manager

**Duration:**  December 2019 to till Date.   
**Profile**

1. Start to End Recruitment Procedure for Various Department like PHP,  
.net, Design, SEO,Iphone, Android, QA, Phonegap, Sharepoint and many  
more  
2. Short listing Candidates through interviews & salary negotiable.  
3. Offer Letter, Appointment Letter, Increment Letter, Promotional letter,  
**Appraisal**  
Letter, Relieving letter, Resign Letter, Full & Final Letter Preparations.  
4. Personnel & Administration: Employees record like Attendance,  
Absenteeism, Leave,  
Performance report, Employees Increments and records…  
5. HR Documentation, Confidential reports, Letters when required.  
6. Policy drafting/updating and Implementation of HR development plans.  
7. Exit Interviews/Formalities.  
8. Handling 2 HR Assistant under me

**Employee Relations Activities:**   
• Gathering employee feedback and presenting to management with  
suggestions  
• Mentoring and Counseling employees

**Recruitment and Selection :**• Coordinate with Director to understand recruitment requirements  
• Figure out various effective channels of recruitment and build network to  
ensure the same  
• Think “Out of the Box” to attract more candidates to apply for the job by  
designing and posting eye catchy job offer - Brand Creation  
• Conduct telephonic interviews at first level to shortlist  
• Coordinate with interviewer panel for taking interviews and finalizing  
candidates  
• Conducting background check process for new joiners  
Joining & Induction :  
• Taking care of joining formalities of New Joiners  
• Designed a structured Induction program for all new joiners  
• Responsible for New joiner’s orientation and induction  
Compensation, Appraisals  
and Benefits

**Ensure that appraisals are initiated and done on time**• Liaise with appraisee and appraiser to ensure proper appraisal process  
Issuing Appraisal Letter after coordinating with management  
• Calculate and ensure that salaries are done on time and salary related  
issue of employees is resolved by management on time  
• Coordinate with Banks for Salary A/c opening and related matters

**Company Name: Kalp corporate**  
**Designation:** HR generalist   
**Duration:**  23rd December 2016 To till Date.

(Have 8 months Gap Because Maternity Leave)  
**Profile**

Sourcing and Recruitments:

1. Coordination with the management and the department heads regarding the recruitment requirement.  
2. Short listing of CV's as per company’s requirement.  
3. Scheduling interviews of short-listed candidates and taking feedback for the same.  
4. Conducted telephonic interviews, one to one focused and group interviews and in-depth reference checks (if company demand).  
5. Follow-up with selected candidates to confirm their DOJ.  
6. Salary processing and Payroll Management.  
7. Completing the joining and exit formalities as per company policy  
8. Conducting induction and orientation process  
9. Conducting Exit interviews  
  
Database Management:  
1. Maintaining MIS to generate reports on recruitment.  
2. Managing the database of the company.  
  
Training & Development:  
1. Collect training requirement  
2. Organization of Training programs  
3. Collect feedback of the training program   
4. Evaluating success of the training program  
5. Sending report to the Management  
  
Generalist Activities:  
1. Drafting company policies  
2. Making amendments in the existing policies, if needed.  
3. Handling employee grievances  
4. Attendance management  
5. Payroll management   
6. Drafting employee Handbook  
7. Employee leave management  
8. Coordinating with the admin and accounts department

**Reason for Change**: Better Growth

**Work Experience**

**Company Name:** **WebPixel Technologies**  
**Designation:** HR generalist Executive  
**Duration:** December 2015 to 18th December 2016

**Profile**

* Responsible for employee relations.
* Managing HR Department, Pre & post recruitment process.
* Employees Induction Process
* Performance Management
* Employee Relations, Training & Development, Statutory Compliances, Manpower Planning Grievance Handling, IR etc.
* Developed improved strategies for business process development in close coordination with managers at top echelon of organization.

**Reason for Change**: Bond Period over and issue with Incremented Salary

**Work Experience**

**Company Name:** **Wizards Technologies**   
**Designation:** HR Executive  
**Duration:** March 2015 to December 2015 (9months)

**Profile**

* Responsible for employee relations.
* Grievances handling.
* Managing complete PF and ESIC cycle.
* Payroll Management.
* Performance appraisal.
* Attendance and leave management.
* Organizing events and other activities.
* Staffing and Recruitment from portals
* Analyze the need of the organization in terms of manpower.
* Make a proper plan to fulfill the need of organization
* Understand the improving areas of organization by taking feedback timely.
* Conduct many programs for motivating and stress busting for employees
* Make the coordination with the accounts department
* Keep observing the employee's performance
* Train the new employees

**Reason for Change**: Company Closed

**Work Experience**

**Company Name:** **I-verve info Web Pvt ltd**.

**Designation:** Hr Executive   
**Duration:** January 2014 to March 2015 (1year & 3months)

**Profile**

* I was mainly into Technical recruitment and was handling the profiles like Dot Net, Java Developers, PHP Developers, Linux, Embedded system, Software developers.
* Understanding the clients’ requirement.
* Sourcing the best match by using various resources.
* Coordinate with candidates and clients. Update and maintain candidate database.
* Short listing for potential candidates. Schedule the interview.
* Client interaction over phone and Email.
* Preparing Bank Reconciliation Statements and monthly MIS reports.
* Taking care of TDS, VAT, PF, ESIC, loan, etc. of the employee and preparing invoices and memos.
* Book keeping and updating records on daily and weekly basis including ledgers.
* Maintaining petty cash.
* Monitoring cash to avoid unnecessary expenses.
* Using Tally wherever needed.
* Handling accounting operations, including A/R, A/P, financial statements and analyzing reports for company’s operations.
* Prepared quarterly balance sheet and reviewed the same with company management.
* Handle the patty cash
* Issuing Salary slip, handle the salary management around 150 staff.

**Reason for Change**: Getting Good Opportunity with Hike in Salary

**Academic Qualification**

* B.Com from Gujarat University with 65% marks in 2011
* HSC from Gujarat Board with 65% marks in 2008
* SSC from Gujarat Board with 70% marks in 2006
* Tally ERP 9with A+ grad

**Professional Summary**

I have total 6 years of Experience in IT Company

**Salary**

Current Salary: 30000/-

Expected Salary: 42000/-

Notice Period: 15days