**ALPA PURSWANI SONI**

**Email:** [**apurswanii@gmail.com**](mailto:apurswanii@gmail.com)**, Cell: 8460341250**

602 H1 Ashray 9, near khodiyar temple, new ranip, Ahmedabad

**CAREER OBJECTIVE**

An accomplished Human Resources Manager with proven expertise in policy and procedure, recruiting and hiring practices, personnel development, retention approaches, legal compliance issues, managerial support, union avoidance, labor relations and negotiations.

♦     Policy Development     ♦ Policy Administration     ♦     Employee Relations

♦     Benefit Programs      ♦     Contract Negotiations      ♦     Worker’s Compensation

  ♦     Peer Review     ♦     Complaint Resolution ♦     Account Management

**Professional Summary:**

HR Professional with 8+ years of experience of Recruitment for client as well as internal recruitment, Joining & Separation Process, Policy Formation, Performance Management, Employee Relation & Engagement Activities, Welfare activities, strategic part.

**CAREER ACCOMPLISHMENTS**

* **Currently working**
* Organization : DB Healthcare IT
* Designation : Ast sourcing manager
* Duration : December 2012 - November 2020
* Industry : HIT Sector

**Previous working**

* Organization : ANS Placements
* Designation : Resource Executive
* Duration : From March 2012 to December 2012
* Industry : Financial & Automobile Sector

**JOB DESCRIPTION**

**Recruitment – Talent Acquisition:** Expertise in full recruitment cycle from sourcing to joining. According to man power planning, sourcing through different sources, preliminary interviews, coordination in final round of interview & coordination till joining.

**Joining Process & Induction:** Take care of joining process which include documentation, IT Facility, sitting arrangement, company induction, department & HOD Introduction, & facilitate tour

**Employee Engagement & Welfare Activity:** Different get to gather to explore employees, Presentation on weekends by all employees, Attending different training programs, games & festival celebration activity.

**Policy & Process Formation:** Make formats & policies for different processes like Recruitment, Joining, Induction, Leaves, and Incentive structures.

**Reports & MIS:** Different reports like monthly performance reports, weekly data reports.

**TRAINING ATTENDED:**

* Leadership skills development certificate program in AMA by Mr. Hiren Vakil.

**PROJECTS:**

* Grand Project on “A Study on Problems Faced by Employees in Balancing their Work Life & Personal Life with Reference to HORECA Sector in India”.
* Summer Project on “Marketing strategies for New launched products of Vadilal”

**ACADEMIC QUALIFICATION:**

* M.B.A (Human Resource) from Gujarat Technological University, June 2012.
* B.Com. with 2nd class from Gujarat University, June 2010.
* HSC (Commerce) with 74.43% from GSHEB, May 2007.

**KEY STRENGTHS**

* Enthusiastic Person
* Optimistic
* Diligent

**PERSONAL DETAILS**

Name: Alpa Purswani Soni

Date of Birth: 16 September, 1989

Nationality: Indian

Language: Hindi, English, Sindhi, Gujarati