SHIVANI SONI

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**Seeking career in HR Generalist profile, having area of expertise in Talent Acquisition, PMS, Training, Compensation Management, Employee Engagement and HR Operation.**

**A BRIEF OVERVIEW**

**Performance Driven Professional** **with cross-cultural experience of with over 8 years approx in Human Resource Management. Entire career is full of learning journey in HR Management, catering different sectors and Industries. Have developed HR Systems set up starting from scrap to building, in finance and in pharma Industry, and fostered Existing HR systems in others. Seamless contribution in company objectives and received appreciation for the same.**

**Proficient in supervising team for running successful process operations & experience of developing procedures, service standards for HR excellence.**

**Managed and Learned various subsystems of HR such as, Talent Acquisition - Partnering with Business Manager to best talent from the market. Induction & Orientation – Providing enthusiastic start by Inducting talents and continuously helping Internal Customers to need gap and post feedback analysis. PMS – Ensuring Timely completion of Annual and Half Yearly PA, with ensuring quality feedback. HR Operation - Has always built image to not only control matters in TAT, but pending backlogs were successfully cleared single handedly and with team as well. Completely well versed with Training, Compensation Management and Employee Engagement activity.**

**ACADEMIC CREDENTIALS**

* **Masters of Human Resource Development** from Department of Research Methodology & Interdisciplinary Studies in Social Science, South Gujarat University, Surat.2007
* **Bachelor of Commerce** from S.N.D.T Mumbai University,Surat.2005
* **PROJECTS HANDLED IN COMPANY**
* **Larsen & Toubro Heavy Engineering Division, Surat. :** A project report on Human Resource Management (Total Quality Management).
* **Project Overview:** This study was descriptive which tries to assemble and understand the opinions of employees towards “MANTHAN”. This is part of Total Quality Management in the organization. It is also used for performance appraisal tool in the organization. This tool was developed in-house by the L&T group of family for maintaining the overall quality of the organization in terms of people, product, processes and services. Apart from this project I learned in depth about Kaizen, 5S, WMS, TPM, Organizational Climate and many more terms like CII, quality Assurance. Apart from handling TQM, I was fully involved into recruitment, training & development,Competency Mapping etc.
* **Computer Skill:** MS Word, Excel, Power point, Lotus Note.
* SAP implementation
* Languages Known: English, Hindi, Gujrati.

**PERSONAL DETAILS:**

**DOB**: 12th June ,1985.

**ADDRESS DETAILS :**

**#Goyal Intercity –A-2 /82, Nr. Drive –In-Road,**

**Behind , country Inn Hotel**



**[June 2015 -till date] [ working as freelancer for all HR functions.]**

**I have taken various recruitment projects and working on them as freelancer for many companies.**

**[APRIL 2012 – 31st DECEMBER 2014] [Worked with MONA ENGINEERING COMPANY & BODY BUILDERS, BARODA]**

Mona Engineering company was established in the year 1970. They are one of the leading manufacturer and suppliers of various model of vehicle which are extensively used for commercial transportation. A company is in GIDC Baroda manufacturing vehicles like Buses , Aircraft , Aeroplane, Ambulance Van etc.

**HR MANAGER [GENERALIST PROFILE]**

* Handling end to end all HR functions of the company.
* Giving motivational training to employees to sustain in the organization.
* Dealing with clients directly for bringing business projects.
* Handling grieviences between the workers and the management.

[ **January 2012 –March-2012**] [**Travel Designer India Pvt Ltd**] [**Ahmedabad**]

Travel Designer India is one of the leading travel organisation in India and a Global Whole seller selling hotels, sightseeing and transfer across the globe. It offer more than 22 destinations and over 300 offline packages to travel partners under the trademark brand name "Designer Packages". A dedicated team of offline travel consultants serves travel partner throughout India, Middle East, South East Asia and UK for our outbound B2B product range and delivers customized leisure and luxury holidays.

**HR Manager [Recruitment]**

* Provided Recruitment strategies, frameworks, systems and programs for the each Department focusing on man -power planning and satisfy the need of the departments through arranging effective tools. Initiated with strategic planning by putting maximum efforts for *narrowing time delay* in filling up position within given time frame. Main objective is to give right person for right position.
* Develop / Implement Processes to ensure timely / Cost effective filling of vacancies.
* Handled Administration of Appointment letters, Probation letters, Confirmation letters, Increment letters and performance reviews on regular basis.
* To source candidates through job portals, referrals, contacts, headhunting etc. as per the given criteria.
* Preparing and maintaining database, MIS Report.

[ **August 2009 – December 2011**] [**Avails Consultancy Pvt Ltd.**] [**Ahmedabad**]

Avails Consultants Private Limited is an established Talent Search & Management organization with a proven track record of more than a decade. Over the years, we have developed unique competencies in spotting talent through head hunting and talent search mechanism for positions at all levels and functions. In the present era of hyper competition, human resources are crucial in maintaining one’s competitive advantage and we partner with clients to achieve it. We at Avails help organizations to recruit the best professionals with appropriate competencies, who fit in culturally thereby ensuring smooth transition.

**HR Head [Manager- Generalist Profile]**

* Taking care of payroll services and outsourcing management.
* Giving motivational training to employees to sustain in the organization.
* Going back for huge result for maximising growth by recruiting people as well as sustainability.
* Assisting and developing new model of recruitment for targeting different industry.
* Manage new recruited person for Induction, Training and smooth placement in system.
* Handling, Talent acquisition data with the help of ERP system. The ERP helps in maintaining and updating the database, fine filtering, approaching a better percentage of potential candidates and tracking their careers, documentation etc. enabling us to provide on-time, on-demand service to the clients in cost effective manner.
* Providing Training to new entrants for best executive search using internal methodology.
* Dealing with clients directly for bringing business projects.

[ **April 2008 – July 2009**] [**Torrent Pharmaceuticals Ltd, Corporate Office]** [**Ahmedabad**]

Founded in 1971 as Torrent Pharmaceuticals Ltd. by Mr. U.N. Mehta, late founder chairman. Starting with anti – rheumatic and central nervous system drugs, TPL discovered an untapped opportunity in marketing medicines to specific segments. It ranks first in cardiovascular segment and third in Central Nervous System. To cater to new niche segments and sharpen its focus among customers, Torrent Pharma has six marketing divisions, each catering to defined therapeutic segment. A 2300 strong field force caters to around 2,00,000 doctors across the country, which makes it rank fifth in terms of market reach.

**HR Executive**

**Manpower Planning and Recruitment:**

* Planning and identification of manpower requirements from individual Functions.
* Co-ordinating with manpower consultants on the requirement.
* Administering activities pertaining to (Naukri.Com, Monster) & Reliance web world.
* First level short listing of CVs and coordinating with the functional managers.
* Scheduling interviews.
* Interviewing for positions up to Manager level .
* Verifying salary details of recruits and ensure salary fitment within existing salary band.
* Conducting reference check of recruits before joining.
* Releasing offer to candidate as per terms and conditions made during interview.
* Conducting antecedent verification of employees after joining.
* Maintain CV database, recruitment budgeting and MIS records.
* Implementation of **SAP** recruitment module.
* Identification and negotiation with manpower/outsourcing agencies and close coordination on requirements.
* Payment of bills (Video Conference / Consultant bills) as per policy / agreement.

**Compensation Management:**

* Strict compliance to salary band and structures both for regular, contractual manpower & outsourced.
* Ensure minimum variation in pay across levels and Functions.
* Ensure smooth transition during salary revision and promotions with nil error in calculations.
* As far as possible to identify candidates within the mid point band to ensure that they stay within the band for at least 2-3 years.

**Job Descriptions and Organization charts:**

* Preparation and maintenance of JD’s for all positions in the Company.
* Timely update of all Functional Organization charts as and when structural and other changes take place.

**Implementation of Recruitment Processes & Policies:**

* Ensure Implementation of recruitment Policies and Procedures as per the Norms/Guidelines.
* Ensure all processes with regard to Recruitment are strictly followed.
* Timely and speedy address of all employee/candidate related concerns.
* Maintain and update the HR-MIS (Recruitment & Induction) on time.
* Ensure Compilation and sending of Corporate Reports, Monthly Reports & Daily Report-Timeliness & Accuracy.

**Employee Induction:**

* 1st day orientation to all new employees.
* Organizing monthly Induction program and Location’s Induction for new entrants**.**

[ **July 2007 - April 2008**] [**Reliance Money, Regional Office**] [**Ahmedabad**]

**HR - EXECUTIVE**

* To handle the full cycle of recruitment process.
* To source candidates through job portals, referrals, contacts, headhunting etc. as per the given criteria.
* Takes Preliminary interviews & Screening.
* Salary Negotiations
* Releasing offer letter to shortlisted candidate.
* Preparing and maintaining database, MIS Report.
* Job Posting on Portals.
* Giving induction to all new joinies.

**Thanks and Regards,**

**Shivani Soni.**