

CURRICULAM VITAE

Sonali G.Pimpare

HR.No.316/8,Dhore Nagar,

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Career Objective

To continuously enhance my skill and Knowledge through dedication, honesty and hard work and utilize them for organizational and personal growth and secure challenging Position.

Professional Summary

- Having 5.5 Years experience in HR Recruitment & Admin Dept.
- Knowledge of **Functional Recruitment**.
- **Hands on experience on End to End Recruitment**
- Familiar with various domains and profiles (Design ,Accountant, Production, Quality)
- Hands on experience with **Recruitment** and **Client Co-ordination**.

- **Knowledge of Various of portals as Times jobs etc.**
- Interaction with the Client on a daily basis.

Work Experience: -

Ameyash Solutions.

Company : (It's Service provider Farm)Pune

Duration : 3 April 2013 to 15 Dec 2018

Designation : HR& Admin Executive

Job Responsibility:

A] Recruitment:

- Internal as well as Onsite Recruitment for IT & Automotive Domain
- Preparation of Job Description
- Sourcing CVs / candidates from different job portals eg.
- Doing mass mailing / bulk mailing from job portals
- Doing job posting from Job portals / social networking sites
- Conducting Telephonic / Personnel Interview
- Short listing of CVs from portals and references
- Line up candidates' interview at client location.
- Salary Negotiation with selected employee.

Job Responsibility:

➤ Recruitment

- Understanding the requirements, defining job positions.
- Resourcing, screening and short listing resumes through Times job's portals or else internal reference, head hunting.
- Short listing the resumes based on desired skills and experience.
- Advertising vacancies, screening and short listing resumes.
- Conducting telephone and Personal interviews in coordination with department heads.
- Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation

➤ Induction:-

- Joining formalities , briefing about Company Profile & Introduction all departments
- Explaining company 's policies and procedures
- Preparing the new joiner's Kit for all new starters
- Maintaining the personal records of all the employees

➤ Attendance Management :-

- Enrolment of the Finger Impression of all the employees
- Problem solving with queries related to attendance
- Updating monthly leave application in time
- Monthly updating muster book

➤ Employee Relation & Employee Engagement:-

- Coordinating for conducting employee meetings, etc
- Organizing cultural events Like annual get together, Dasara & Diwali celebration Women's day
- Finalization Of Organization Chart with discussion with director
- Knowledge of PF/ESI

➤ Training & Development:-

- Training & development activities of the new employer, planning of the training
- Co-ordination with employees
- Taking feedback & analysis from the feedback report

➤ HR & Admin Work:-

- Attend all incoming phone calls, if required call concern person at reception
- Check e-mail daily
- Check all telephone bill
- Maintain all office documentation

➤ **Academic Projects:-**

Name of Organization:-Synise Technology ltd .

Training Period: One Month

Designation: HR Intern

Project Title: "Evaluation Of Training "

Functional Area: Training and Develop.

Location:-Pune

➤ **Technical Skills:-**

Microsoft Word, Microsoft Excel,

Microsoft PowerPoint, HTML.

➤ **Extra Curricular Activities:-**

- Active Participation in job fairs, construction expo , etc.

➤ **Seminars Attended:-**

Human Resource management

Training and Development.

➤ **Academic Qualification:-**

- MPM - Human Resources. from IMCS College Pune in 2010.
- B.A(Economics)from PUNE in 2011
- 12th from Pune Board in 2005.
- 10th from Pune Board in 2003

Personal Details

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|-------------------|---|--|
| Name | : | Ms. Sonali Gajanan Pimpare |
| Date of Birth | : | 21 August |
| Languages Known | : | English, Hindi, Marathi (R/W/S) |
| Gender | : | Female. |
| Marital Status | : | Single |
| Nationality | : | Indian. |
| E-mail ID | : | sonalipimpare@rediffmail.com |
| Strength | : | Dedicated, enthusiastic and Friendly attitude. |
| Hobbies | : | Internet Surfing, Listening Music. |
| Permanent Address | : | HR.No.316/8 dhore nagar Sangavi Pune.27 |

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place

Sonali Pimpare

