

SONIA

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(Currently residing at Dwarka, Sec – 13)

Energetic, reliable and adaptable HR Professional having more than 12 years of experience with a deep understanding of strategic role that HR plays in driving organizational success and have developed skills that closely align with an Organisational requirement. Ability to review and analyze problems thereby determining viable solutions and procedural improvements.

Core Competencies (skills)

HR Business Partnering	HR Policies	Exit Management
Payroll Administration	Grievance Handling	Taxation documentation
HRMS/ HRIS	Resource Supervision & Management	
Change Management	Compensation & Benefits Processing	

Professional Summary

- Understanding business needs, formulation of strategic and operational HR policies & practices.
- Formulation & implementation of various HR Policies like Attendance, Leave, Code & Conduct, Internal Security, POSH, Whistle Blower, Separation/ Exit etc.
- Expertise in payroll management, with proficiency in reviewing and determining software solutions for procedural improvements in payroll.
- Exit process - Off-boarding process, exit interview, final settlement calculation and clearance.
- HRIS management, payroll software (greytHR, visualpa, webpay, HRM Thread, Keka etc.), HR payroll & MIS reports, resource management.
- Managing On-boarding and Induction program, Performance Management System (PMS), designing and establishing organizational structure & chart.
- Developing Employee Welfare and Engagement Programs, CSR initiatives & their respective implementation etc.
- Successfully handled and achieved the timely completion & administration of new office set-up and fulfillment of its necessary requirements, including liasoning with the vendors.
- Trained & certified in implementing POSH at workplace.

Career Profile

Avina Clean Hydrogen India Pvt. Ltd.
Sr. Manager H.R. & Admin

2023 till date

A USA based renewable energy Organisation, having expertise in renewable energy and Green Hydrogen.

Roles & Responsibilities

- Resource management, recruitment and selection process with JD formulation & finalization.
- New hires' induction & on-board process management.
- Payroll management (processing monthly salary, reimbursement, coordination for PF challans, tax declaration etc.). HRIS Implementation.
- Developing & implementing various HR policies like – Attendance, Leaves & Holiday Policy, Work From Home, Referral Policy, Travel Policy, Salary & Benefits, Employee Handbook etc.
- Performance Management – KPI & KRA finalization, progress mapping & productivity analysis (timesheet enrollment).
- Employee Engagement – Weekly team meeting, Brown Bag meeting, Town Hall organization

and monthly Happy hour engagement & celebrations.

- Daily basis office management, administration and facilitation.

Orane Consulting Pvt. Ltd.
Manager – H.R.

June 19 till Feb 23

A technology based service Organisation, started in 2009 having expertise in SAP services and provider of JAVA based Industry specific solutions/ Products (MyJoining, Distrubution Management System, Digital signature solution), with business presence in India, Kenya, Zambia, Ethiopia etc.

Roles & Responsibilities

- Strategic & Organisational Planning

Designed & implemented various HR policies like – Code of conduct, Whistle blower policy, separation policy (NOC, Exit Interview), anti-bribery & anti-corruption, money laundering prevention, disciplinary & welfare policy, time & leave management policy, POSH policy (a member of IC committee) etc.

- Corporate selection, Joining formalities & Induction of New Employees

Employees' onboard policies, developing comprehensive HR program to attract & retain employees, pre employment assessment process, new joining orientation & Induction (MyJoining tool), 90 days induction process, maintaining induction manual & check list etc.

- Payroll Management

- Managed payroll of around 280 employees, including monthly payments processing, incremental salary etc.
- Payroll reports and audits. Implementation of HRIS, managing employee attendance process, hands-on experience on payroll software (HRM Thread/ Keka), coordination with Finance Dep't for successful salary disbursement.
- Updating payroll records by reviewing and approving changes, job titles, and department changes.
- Perform payroll auditing to ensure accuracy, compliance, overall balancing, and reconciliation.
- Ensuring all supplementary premiums (loans/ advances) were deducted by payroll from each employee.
- Work closely with the accounts team regarding payroll reporting, bank account reconciliations etc.
- Sharing Payroll provisioning & reports with sr. management for smooth financial decisions, created payroll calendar and monthly checklists, ensuring all tasks are completed accurately.
- Served as primary contact for communication and programming updates with payroll vendor.
- Single point of contact, handling people(s) query regarding pay-checks.

- Performance management

Implemented performance management processes, successfully implemented & achieved productivity and timesheet process (during COVID 19, virtual working scenario, weekly & monthly productivity & review process including performance improvement measures in consultation with various Dep't leads).

- Corporate Structural Planning

Organisational chart, update employees' designation & job profile etc.

- Dispute Handling & addressing employee's sensitive issues.

RenewBuy.com
Manager – H.R.

Jan 18 till May 19

An Insurance specialist organization (Motor, Health etc.), having effective technology integration that enable consumers to find lowest quotes from leading insurers and save on their renewal premiums. RenewBuy support customers in choosing the right company, the right insurance type and claim assistance etc.

Key Roles & Responsibilities

- Updating payroll records by reviewing changes, job titles, and other departmental changes.
- Managing payroll of around 350 employees, including monthly payment processing, incremental salary up-dation etc.
- Monthly incentives calculation, processing and disbursement. Payroll reports and audits.
- Handling Employees requests/ queries regarding pay-checks/ deductions etc.
- PMS, Employee Engagement, Reward & Recognition Program, New joining & Birthday announcement; Work Anniversary celebration, Leading projects specifically allotted by the core Management.

Archies Ltd.
Assistant Manager – H.R.

June 11 till Dec 17

Archies Ltd., a renowned gifts & greetings organization, with more than 50% share in Indian Industry of social expressions, having around 14 Branches and 220 Company owned galleries PAN India.

Key Responsibilities

- HR policies implementation like - Mobile Policy, Conveyance Policy, Outstation Travel Policy, No Objection certificate, Exit Interview, Saturday off Policy & Time relaxation policy etc.
- New joining selection, salary negotiation & induction, issuance of training manual & letters.
- Smoothly managing Payroll processing (Visualpa) of around 2800 employees (scattered locations) with due coordination with branch team & accounts team, maintaining employee records, reimbursements, full & final settlement, dispute & grievance management etc.
- Payroll management (processing monthly salary, reimbursement, coordination for PF challans, tax declaration etc.).
- Company rewards & recognition policies, employees' birthday celebration, suggestion scheme etc.

Alpha G: Corp Development Pvt. Ltd.
Designation: HR - Executive

April 10 till June 11

Key Responsibilities – Joining and induction process, managing complete payroll cycle (Web Pay) of aprox. 500 people, monthly Salary & reimbursements, full & final settlement, exit-interview, statutory compliance, PF challans, withdrawal & transfer, employees' taxation, HR-MIS, Group Medclaim Policy etc.

Gulati Retail India Ltd.
HR Executive

August 08 to March 10

Projects

- Motherson Sumi Systems Ltd. - Training and Development.
- Federal Mogul Corp. - Stress Management.

Professional Qualification

- M.B.A (HR) from PDMCE, under M. D. University in 2008.

Educational Qualification

- Graduate in Bachelor of Science from Delhi University in 2006.
- Senior Secondary in Science from C.B.S.E, New Delhi in 2003.
- Secondary from C.B.S.E, New Delhi in 2001.

Research Paper Publication

- Published 4 International and 6 National research papers, including 1 International Journal. Focus of study towards understanding the working people(s) work life balance and futuristic expectation towards the same.