

SHRUTI SONAR

HUMAN RESOURCE MANAGEMENT

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Pune - Maharashtra

8390330806

OBJECTIVE

Seeking for a job with a Dynamic and Growth oriented organization to utilize my skills and enhance my competencies by working in the organization.

KEY SKILLS

Attendance & Leave Record
Documentation
Exit Interview
Payroll & Compliance
Recruitment & Selection
Training Employees

SOFT SKILLS

Organized
Time Management
Communication
Confidentiality
Adaptative
Leadership
Problem Solving

EXPERIENCE

Glowderma Pvt Ltd - Elphinstone, Dadar, Mumbai.

March'20 - September'20.
HR Executive.

Apollo Innovative Groups – Dadar, Mumbai.

January'19 – February'20.
HR Executive.

Talentio Career Solutions – Miraroad, Mumbai.

May'17 – January'19.
Sr. HR Recruiter cum Coordinator.

EDUCATION

| Qualification | Passing Year | University | Grades |
|--|--------------|--|--------|
| Masters in Commerce Management | 2021 | M. L. Dahanukar College of Commerce, Vileparle | - |
| Bachelors in Management Human Resource | 2019 | M. L. Dahanukar College of Commerce, Vileparle | A |
| H.S.C | 2016 | Adharsh Education Society | 79% |
| S.S.C | 2014 | St. Marys English High School | 78% |

WORK RESPONSIBILITY

Attendance and Leave Record

- Maintaining and regularly updating master database (Attendance, personal file, personal database, etc.) of each employee.
- Recording, maintaining and monitoring attendance to ensure employee punctuality.

Recruitment & Selection

- Reviewing resumes and applications.
- Conducting recruitment interviews and providing the necessary inputs during the hiring process,
- Working with recruitment agencies to source for candidates for specific job positions.
- Reviewing job descriptions for all positions at regular intervals and updating them on the Portals and share with the consultation.
- Conducting first round of telephonic interview for the candidates to schedule interviews.
- Preparing and processing timely distribution of salary, increment salary slip, and full and final settlements.

Training Induction

- Training new or existing employees. Communicating and explaining the organization's HR policies to the employees.

Payroll & Compliance

- Preparation of salary statement.
- Handling the full and final settlement of the employees.
- Follow up of confirmation records statutory obligations - PF, PT, taxes.

Documentation

- Preparing letters such as offer and confirmation.
- Conducting employee orientation and facilitating newcomers joining formalities.
- Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management.
- Maintaining and regularly updating master database of personal file of each employee.

Exit Interview

- Conducting exit interviews for employees and recording them accordingly.
- Full and Final Settlement of the employees.

ACHIEVEMENTS

Participated in Envoyage Workshops, 2017 – Conducted by The Entrepreneurship Cell, IIT Bombay

Participated in DICE Bootcamp (Design, Innovation, Creativity & Entrepreneurship), 2019 – Conducted by ISME – Mumbai.

PERSONAL DETAILS

Name : Shruti Ulhas Sonar.

Date of Birth : 14th October 1998.

Religion : Hindu.

Language Known : English, Hindi, Marathi.

Marital Status : Unmarried.

DECLARATION

I believe that my qualification, along with my drive and enthusiasm, makes me an excellent candidate for employment in your company with whom I would be proud to be associated.

Signature :

Date :