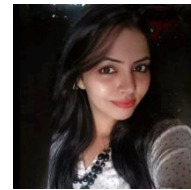


## **SONIYA JASMINE**

**SreeSaiDurga Residency**  
**First floor, Navodaya Colony**  
**New Hema Nagar, Uppal,**  
**Hyderabad-39**



**Phone no: 9885362433**

**Email ID: sonujasmine6@gmail.com**

### **CAREER OBJECTIVE:**

*To accept challenging tasks and work in a competitive atmosphere where my abilities are put to full use, which shall accomplish organizational and individual growth.*

### **EDUCATIONAL QUALIFICATION:**

- **MA. English (Literature) from Professor Rami Reddy College (Affiliated with Osmania University).**
- **B. Ed (English & Social) from Princeton College (Affiliated to Osmania University).**
- **Master Of Business Administration M.B.A (Finance & HR) from Samskruthi Engg. & Technology College (Affiliated with JNTU University).**
- **Bachelor of Commerce (B. Com) from Rishi Degree College (Affiliated with Osmania University).**
- **Intermediate in C.E.C from State Board of Intermediate Education of A.P.**
- **Secondary School Certificate from Board of Secondary School Education of A.P.**

### **PROJECT EXPERIENCE:**

- **Duration: 2 months**
- **Title: Budget and Budgetary control**
- **Description: Had gone to various institutes present in Hyderabad and surveyed about what brand of products were mostly used and increased awareness of Mother dairy products and gave feedback to the company.**

### **WORK EXPERIENCE:**

- ❖ **Working with Task software solutions LLC as a Human Resource Executive.**
- ❖ **Worked as an English and HR coordinator, team representative coordinating with team given, Incharge ship into HR and Admissions Department, for 4 years 2018 to 2022 for Global Indian International School, Uppal, Hyd.**

### **ROLE PLAYED:**

- I lead the team and used to monitor the given work, I supervised my team to achieve goals that contribute to the growth of the organization and also inspires them to reach the targets by creating an environment that promotes positive communication, and encourages bonding of my team members, and demonstrates flexibility.

### **RESPONSIBILITIES:**

- End to End Recruitment
- Taking care of the ESI&PF monthly enrollments and filing
- Making the new joined entries, giving the Biometric to the new joiners when they join.
- Doing the filing process, like salary statements etc. according to the state wise.
- Updating the ESI cards according to the employee needs and issuing.
- Attendance maintenance. Correspondence of important files like increments , salary approvals etc.,.
- Any other works as per requirement of HO.
- Plans and conducts new employee orientation to foster positive attitude towards Company goal .
- Maintaining and ensuring to update all common HR records and database on a regular note.
- Receiving new employees to the organization (arranging for a designated log-in, workstation, email address, etc. in coordination with other respective departments before the employee joins)
- Coordinating and ensuring the Induction / Orientation schedule and Onboarding formalities are prepared and ready before the employee's joining date.
- Coordinating and blocking calendars of all stakeholders and ensuring there are no gaps in the schedule.
- Support for Payroll and Compliance.

### **STRENGTHS:**

- ✓ Hardworking and result-oriented.
- ✓ Ability to work as an individual as well as a team member.
- ✓ Result-oriented usefor learning.
- ✓ Taking up new challenges.
- ✓ Never say die attitude

## TECHNICAL SKILLS:

✓ *Good Typing skills (30 to 35 words per min)*

## COMPUTER SKILLS :

- APPLICATION - MS Office (MS Word, MS Excel, MS PowerPoint, MS Access)
- ACCOUNTING PACKAGES - Tally 9, Focus, Wings.
- QUICK BOOKS - Gulf Package

## HOBBIES/INTERESTS:

- *Listening music*
- *Playing badminton*
- *Singing*
- *Creativity*
- *Working with new things*

## PERSONAL DETAILS:

Name : SONIYA JASMINE

Father's name : Elisha

Nationality: India

Status: Single

Languages known: English, Hindi, Telugu

*I hereby declare that the information shared above is true to the best of my knowledge and belief.*

Place: Hyderabad.

(SONIYA JASMINE)