

GITANJALI SONI

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Career Statement

To excel in the field of Human Resources through continuous learning and up gradation of analytical skills and effective communication.

Profile Overview

Total 8+ years of experience in HR, Employee Engagement, HR Coordination and Generalist. Taking care of Joining formalities and documentation of New joiners, Induction, Exit Formalities, Payroll Process, Grievance Handling, Maintaining Candidate database and good relationships with candidates, Coordinates with vendor's, Taking Interviews of the Candidates, Negotiating their salary. Handling PF account of new joiners. Maintaining the TDS related documents.

Professional Experience: -

THEAEC GLOBAL ASSOCIATES Pvt. Ltd.: -

Sep 2017 – till now

Sr. HR Manager: -

- Oversaw a human resources department of 3 team members and their various functions.
- Effectively liaised between senior management and employees to maintain and improve company-employee relations.
- Researched, recruited, staffed, onboarded, and trained new company hires according to the needs of department managers and company budget.
- Ensured compliance of company directives, regulatory concerns, and health and safety protocols.
- Administered payroll, company benefits packages, corporate events, and teambuilding meetings and outings.
- Prepared and updated employment records, including compensation packages, benefits, disciplinary behaviour, and disputes.
- Administered and processed paperwork related to new hires, job candidates, employment concerns and complaints, and pre-employment tests.
- Mentored new recruits, provided onboarding seminars, and conducted group and individual training sessions.

- Working on Payroll, PF & ESIC and TAX papers.

Key Areas

- Employee Selection & Development
- Occupational Safety
- Recruitment & Onboarding
- Organizational Communication
- Developing Training Programs
- Handling Grievances
- Preparing budget for Team Activity

EASY PC CARE Pvt. Ltd.:-

Sep 2015 – Sep 2017

HR:-

- Employees Joining, Documentation, Induction, ESIC, PF & Relieving Formalities.
- Making Payroll of the company.
- Maintenance of all the records related to Leaves, Attendance, Relieving and Absconding.
- Preparing Appointment and Relieving Letters through Mail Merging.
- Preparing Reports of all Selected and Rejected Candidates.
- Preparing Attendance of Existing Employees.
- Sending Details to Admin Department for the preparation of ID Cards for new employees.
- Taking Care of Full n Final Cases.
- Handling Biometric Machine also.
- Having Experience on Working ERP Software (HR STOP) for data maintenance.
- Taking Interviews of candidates.

Key Areas

- Preparing the activities for training batches and on floor also.
- Preparing the Anniversary and Birthday Calendar.
- Handling Grievances.
- Making budget for festival functions.
- Issuing temporary ID Cards.
- Taking and follow up of abscond cases after 5 working days.

Worldwin Real Estate: -

Aug 2014 to June 2015

HR Executive: -

- Handling the entire Requirement Process.
- Line ups the candidates for Interviews.
- Develop and update job descriptions and job specifications.
- Prepare and post jobs to appropriate job Portal.
- Source and attract candidates by using databases, social media etc
- Screen candidate's resumes and job applications.
- Onboard new employees in order to become fully integrated.

Key Areas

- Preparing Temporary Id Card.
- Prepare Birthday Celebration.
- Making Budgets for Festival.

Educational Qualification: -

Classes / Courses	School / College	Board / University	Year	% Marks
MBA (HR)	IET College Alwar	RTU	2015	80%
B.COM	D.N College	MU	2013	62%
12th	Kendriya Vidyalaya	C.B.S.E	2010	60%
10th	Kendriya Vidyalaya	C.B.S.E	2008	58%

Training And Development: -

Summer Training on "Recruitment and Selection", Duration: 45 days.

Extra-Curricular Activities: -

Participated in College Fresher's Party.

Participated in college International Rangoli Competition.

Attended Seminar on MSME.

Participated in Cartoon Painting at Regional Level

Personal Information: -

I believe that the knowledge and the practical experiences I'm having will help me to succeed in any field such as Payroll, Recruitment, Training, Employee relations Performance appraisal, Compliance and grievances, Corporate strategic planning, Teamwork etc. I have the passion to excel and therefore I hope to get an opportunity to be associated with a good organization/firm for better prospect in life.

Personal Dossier: -

- Father's Name: - Chandra Shekhar Singh
- D.O.B: - 10th Jan 1991
- Marital status: - Married
- Languages: - English, Hindi, Regional
- Gender: - Female
- Nationality: - Indian

I hereby certify that all information provided here is correct to the best of my knowledge and Belief and I Promise to abide by all the norms laid down by your esteemed organization.

PLACE: -

DATE:-

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