

## APURVA SONI

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### OBJECTIVE

Seeking a position to utilize my skills and abilities in the organization that offers professional growth while being resourceful, innovative and flexible.

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### EXPERIENCE

#### ✓ Teleperformance, Indore

11-Aug-2021 - Present

HR - Recruitment

- Sourcing Searching prospective candidates based on client's requirement.
- Making calls to prospective leads.
- Explaining them Job description interview process.
- Scheduling interview/tests for shortlisted candidates.
- Co-ordination & Printing of ID Cards.  
Preparation of Job Profiles co-ordination with HOD/Managers for new posts.
- Collecting Joining Documents from Candidates.
- Maintaining daily Attendance & Leave Records of Employees.
- Administrating Joining formalities & Pre Employment Reference checks and screening.
- Maintaining Employee File.
- Perform analysis of the same to identify Issues/Pattern & work towards resolving them.
- Processing File to Accounts Department for full & final settlement Compliances.
- Weekly and Montly Recruitment reports.  
Reports as per the HODs.
- Arranging and attending campus drive.
- Making attractive flyers to advertise vacancies.
- Initiating Refferal Mails to internal employees.
- Encouraging Samarth candidates to join the company.
- Worked for bulk hiring and regional hiring.

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### EDUCATION

#### ✓ MKHS GUJARATI GIRLS COLLEGE

2020

BBA (HR)

64.3%

#### ✓ SARAFA VIDYA NIKETAN

2017

Higher Secondary School (12th)

71%

#### ✓ SARAFA VIDYA NIKETAN

2015

High School (10th)

57%

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## SKILLS

Communication  
Decision-making  
Training and Developmental  
Leadership  
Strategic Thinking  
Multi-Tasking  
Team work and Collaboration  
Onboarding  
Relationship Building  
MS Excel

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## LANGUAGE

Hindi  
English  
Gujarati

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## ACHIEVEMENTS & AWARDS

I was awarded top recruiter four times , each time I hit 15% above my target.  
1000 Joinings in a year.

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## PERSONAL COMPETENCIES

Leadership Skills.  
Easily get involve with new people.  
Problem solving attitude.  
Team and Time management.  
Good at organizing and tracking all documentations.  
Ability to build strong relationships and positively influence clients and colleagues.  
having a quality for adapting new concepts as well as responsibilities.

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## DECLARATION

I hereby declare that the given information is true the best of my knowledge and belief.  
(Apurva Soni)