

**Sonam Rathore**

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Address: Brookefield , Bengaluru, Karnataka

**Summary:**

- HR Recruiter who communicates and collaborates effectively with all levels of personnel by relying on excellent interpersonal skills.
- Outstanding customer service and solid expertise in human resources management.
- Self-starter with unsurpassed analytical, organizational, and project management abilities.

**Educational Qualification:**

- Master of Business Administration (MBA) in Human Resource Management, Barkatullah University (BU) Bhopal (Madhya Pradesh)
- Bachelors in computer application (BCA) - Barkatullah University (BU), Bhopal (Madhya Pradesh)

**Key Skills:**

- Strong knowledge of HR concepts.
- Sourcing profiles from job portals.
- Screening various profiles and identifying the right candidates.
- Scheduling telephonic and face to face interviews.
- Strong communication skills.
- Good understanding of various job profiles.
- Quick learning and target oriented.
- Performing reference and background checks.
- Communicating company information and benefits to candidates.
- Following-up with shortlisted candidates.
- Strong negotiation skills.
- Basic knowledge of MS word, Excel, and PowerPoint.
- Ability to prepare offer letters and appointment letters.
- Maintaining database of resumes for future job openings.
- Quick learning and target oriented.

**Professional Experience:****HR Recruiter****May 2022-May 2023****Taritas Software Solutions Limited/ Jabalpur, MP**

- Responsible for full-life cycle of recruitment process for IT & Non-IT candidates (sourcing screening and submitting qualified resumes), Interview Coordination and profiles screening.
- Checking eligibility criteria, and interview scheduling, based up on the feedback processing further rounds interviews.
- Create recruiting strategies that include social media, networking, internet job boards, & ATS.
- Used various Job portals (Naukri/Existing Database, Internal reference, Professional Social Networking sites (Facebook / LinkedIn), Consultants Management, Job Postings Mails, Walk-ins, and Referrals.
- Call applicants and perform phone screens.
- Also worked on contract, contract-to-hire and permanent openings.
- Prepared HR letters / documents.
- Executing new employee's orientation and training programs.
- Maintained training records, training needs and facilitate further employee training, Attendance, Time management, Updating leave status etc.
- Conducting On boarding & Exit formalities of the candidates.
- Maintained the human resource information system and employee database.
- Keep a record of monthly leaves and processing payroll accordingly.
- Established and maintained professional relationships with candidates.

**ST. Mary Higher Sec School**

**( Primary Coordinator )**

- Present lessons in a comprehensive manner and use visual/audio means to facilitate learning.
- Provide individualized instruction to each student by promoting interactive learning.
- Create and distribute educational content (notes, summaries, assignments etc.)
- Assess and record students progress and provide grades and feedback.
- Collaborate with other teachers, parents and stakeholders and participate in regular meetings.
- Plan and execute educational in-class and outdoor activities and events.
- Observe and understand students' behavior and psyche and report suspicions of neglect, abuse etc.
- Develop and enrich professional skills and knowledge by attending seminars, conferences etc.

**Computer Skills:**

- MS Office (Word, Excel, and Power Point)
- Internet surfing

**Declaration:** I hereby solemnly affirm that all the details provided above are true to the best of my knowledge.

**Place:**

**Date:**

**Signature**