

## SONIDEEP SANGWAN

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### PROFESSIONAL SUMMARY

Human Resource Professional with 4+ years of experience in manufacturing plants. Currently working in Trident Group as an HR Business Partner and effectively handling end-to-end HR functions

### TECHNICAL SKILLS

- Business requirements understanding
- Candidate pipeline management
- Data analyst
- Talent management
- Salary and benefits negotiations
- Success Factor & Zing HR recruiting tools
- Candidate tracking
- New hire orientations
- Pre-screening candidates
- Grievance Redressal
- Talent Acquisition
- Training & Development
- Manpower Planning
- Employee Engagement & Initiatives

### WORK EXPERIENCE

#### HR Business Partner, Trident Group

May 2019 – Present

- Actively involved in organization structuring and re-structuring procedure
- Resolving understaffing issues, disputes, employee terminations and disciplinary procedures
- Handling employee relationship and grievances, building positive employee relations by applying fair grievance and discipline processes
- Briefing new hires on essential job information, such as company policies, employment benefits and job duties
- Forecasting expected personnel demands and developed forward-thinking approaches to achieve objectives
- Providing guidance on policies and procedures to harmonize responses, provide appropriate investigation actions and reach resolution of grievances
- Preparation of yearly budget, and cost allocation for the various HR Initiatives
- Ensure proper adherence to legal and safety compliances
- Organizing consultant visits and plant rounds with eminent business leads
- Managing Internal communication projects and surveys
- Employee profile management in HRIS making sure that the master data is updated and aligned

#### Unit HR

- Worked in generic HR i.e. recruitment, separation, roster planning, PMS, employee engagement, employee welfare, grievance redressal, IR and skill development
- Managed full cycle of recruiting, hiring and on boarding new employees
- Reviewed applicant qualifications and assisted management and recruiting with hiring needs and determining compensation and total package
- Streamlined HR efficiencies, coordinated new hire orientations and provided on boarding and training for new employees
- Prepared muster and deployment Reports, working in association with the IT & Payroll Team
- Implementation & stabilization of SuccessFactors(SF) and establishing smooth transition from SAP to SF
- Coordinating the dissemination of information to notify and advise employees on HR policies, programs, norms, and adherence to the HR policies & compliance

#### Business Development, Logique Technologies

Sep 2017 – Dec 2018

- Collaborated with design team to ensure specifications are executed on-time and as agreed
- Developed relationship and interacted with client

- Facilitated all interpersonal communication
- Experience in online bidding portals i.e. Upwork, Freelancer and people Per hour

#### **HR Executive, NisVan HR Solutions Private Ltd**

Aug 2017 – Sep 2017

- Selecting the candidates for clients and guiding them regarding the job profile
- Identifying and sourcing technical profiles from various job portals
- Arranging client interviews with shortlisted candidates and aggressively follow-up with clients for feedback on candidate status & discussing offers to be made and follow up with candidates till they join

#### **EDUCATION**

**Masters of Business Administration in HR & Marketing**  
**Technological Institute of Textile & Sciences, Bhiwani, Haryana**

Aug 2015 – May 2017

**Bachelors of Science (Non-Medical)**  
**Vaish P.G. College, Bhiwani, Haryana**

Aug 2011 – May 2014

#### **CERTIFICATIONS**

Certification of Professional course in Digital Marketing from Webliquids 2018  
 Certification of participation in the National Workshop on Research Paper Writing 2015  
 Merit certificate in National Service Scheme 2012-2014

#### **PROJECTS**

Internship Project on Performance Appraisal System from Reliance Communications Ltd 2016