**SONAKHI PANDA**

Mob. - 91-9861503736,8280275494

**Email: inc.sonakhi@gmail.com**

**Career Objective:**

HR professional with 7 years of experience in planning and directing all areas of Human Resources that includes recruitment, employee relations, on-boarding, salary negotiation, salary preparation training and employee engagement.

**Academic Qualification:**

 LL.B from Lingaraj Law College, Berhampur university, 2014

M.B. A in H R and Marketing from ICFAI National College, ICFAI University, 2009.

 B.Sc. from Berhampur University, Orissa, 2007.

 C.H.S. E from M.M College, Berhampur, Orissa, 2004.

 I.C.S.E. from DePaul School, Berhampur, Orissa, 2001.

### **Training Experience:**

Worked as an Intern with ING VYSYA BANK for 3 months from April-June 2008, in Berhampur, as a part of my Summer Internship Programmer. The job involved Marketing and Selling of Bank products

**Work Experience**

**Working as Hr Recruiter with TPSODL since March 2022.**

**Job Responsibility:**

1. Looking after the recruitment section like short listing of resumes and arranging interviews for candidates.
2. Document verification.
3. On boarding of candidates.
4. Involved in employee engagement
5. Comfortable working all the demanding job portals

**Working as HR Recruiter with Prerana HR Solutions Berhampur from August 2017 till October 31st 2021.**

**Job Responsibility:**

1.Looking after the recruitment section like short listing of resumes and arranging interviews for candidates.

2.Providing pre-placement training sessions.

3.Looking after the IT recruitment for pan INDIA.

4.Comfortable working all the demanding job portals.

**Worked as Zonal HR Manager of Berhampur Zonal Branch ARTHA TATWA from Dec 2010 till 2012 September.**

**Job Responsibility:**

1. Preparing salary, incentive of employees of Berhampur Zonal Branch along with 15 no. of associated branches.

2. Maintaining Employee record.

3. Conducting interview with the new comers & generating offer letter for eligible.

4. Cooperating with my colic’s in their job.

5. Maintaining coordination with H.O.

6. Keeping track of operation record if necessary in branch level.

**Short Term Projects Undertaken:**

 A study on the organization structure of LIC, Berhampur

 A study on brand building of ICICI Bank in Berhampur

 A study on measuring the transactional satisfaction on sales performance in ING VYSYA

 Work stress patterns, sources and coping strategies-a study on women employees working in banking sector.

**COMPUTER SKILLS:**

DOS, MS-Office, Tally ERP 9, Excel

**Abilities**

1. Ability to develop a good rapport and maintain a cordial relationship with all co-workers as a part of the team;
2. Ability to perform effectively under stress and demanding situations;
3. Adaptable to multicultural corporate environment and
4. Possess a strong sense of responsibility with strict adherence to time schedule for the completion of assignments.

**Strengths:**

1. Motivating Skills
2. Learning attitude
3. Self-confidence

**Hobbies:** Traveling, Playing Carom Board and Sitting alone in free time and introspecting myself.

**PERSONAL Information:**

**Father’s Name:** GODAVARI PANDA

**Address: LIG** COLONY Q NO 4, GAJAPATI NAGAR, Berhampur-760010, Orissa.

**Date of Birth:** 21 April, 1985.

**Nationality:** Indian.

**Marital Status:** Married

**Current Location: Berhampur.**

**Language Known:** Well conversant in English, Hindi, and Oriya.

Place : BERHAMPUR  ***(Sonakhi Panda)***