

SONIA RANI

Street no. 4, House no. 100
Ganga Vihar, Khora Colony, Ghaziabad
Uttar Pradesh - 201301
9953938811, 8076541301
E-Mail – sonia.nysa4@gmail.com

CARRIER OBJECTIVES

Seeking of challenging opportunity for the advancement and enhancement of skill along with the growth of organization. I am forward for a long term relationship with an organization, which will use my experience and expertise and value my performance.

23rd Dec'21 - Present

Working with Surbhi Setcom Pvt. Ltd., as Senior HR Executive.

Recruitment and Onboarding:

- Coordinate interviews and assessments of blue-collar and white-collar.
- Facilitate the onboarding process for new hires, including paperwork, orientation, and training arrangements.
- Updating company policies and assisting in the hiring process

Employee Records and Documentation:

- Maintain accurate and up-to-date employee records including personal information, employment contracts, and benefits.
- Payroll, Time Management, PF, ESI.
- Familiarity with KEKA software and update database
- Prepare and distribute HR-related documents such as offer letters, employment agreements, and HR policies.

Administrative Activities

- Daily round on all production floors.
- Maintain adequate level of skilled workers.
- Strong communication skills.
- Excellent organizational skills..

Employee Relations and Engagements:

- Organizing team-building activities and employee recognition programs.
- Handle employee inquiries and resolve basic HR-related issues.
- Assist in addressing employee grievances and conflicts, maintaining confidentiality and fairness.

HR Administration and Coordination:

- Provide administrative support to the HR department, including scheduling meetings, maintaining calendars, and preparing reports.
- Coordinate employee benefits administration, including enrollment, changes, and communication.
- Manage all vendors and admin bills.

16th April'18 to 12th Nov'19

Worked with Mahagun India Pvt. Ltd. as a Front Office Executive.

7th April'16 to 13th April'18

Worked with Radhey Krishna Techno Build Pvt. Ltd. as a Front Office Executive.

- Answering questions and addressing complaints
- Keep front desk tidy and presentable
- Greet and welcome guests

- Answer questions and address complaints
- Answer all incoming calls and redirect them or keep messages
- Receive letters, packages etc. and distribute them
- Prepare outgoing mail by drafting correspondence, securing parcels etc.
- Check, sort and forward emails
- Monitor office supplies and place orders when necessary
- Keep updated records and files
- Keep records of couriers

28th Jan'13 to 30th Nov'14

Worked with Nysa Communications Pvt. Ltd. as Customer care executive.

- Receive inbound calls from participants.
- Answer participant questions, as well as question participants to obtain full understanding.
- Document all calls with regards to participating quires accurately using Call Tracking System.
- Provide quality customer service on every call.
- Communicate clearly and effectively with participants.
- Arranging data into data base software.

ACADEMIC QUALIFICATIONS

- Post Graduation M.COM from IGNOU.
- Graduation (B.COM) from Delhi University.
- 12th Passed from C.B.S.E. Board Delhi.
- 10th Passed from C.B.S.E. Board Delhi.

TECHNICAL SKILLS

- Basic knowledge of computer
- English Typing
- Internet knowledge
- Knowledge of MS Office, Word, Excel, Power point.

PERSONAL PROFILE

Name: Sonia Rani
 Father's Name: Sh. Satish Chand
 Mother's Name: Mrs. Krishna Devi
 Nationality: Indian
 Sex: Female
 Marital Status: Single
 Language: Hindi, English
 Permanent Address: C-1/312, Street no.25,
 Khajoori Khas Colony

INTERESTS

Traveling, Painting.

STRENGTH

- Creative
- Empathetic

- Passionate
- Problem solver
- Flexible
- Patient
- Honest
- Dedicated
- Positive attitude
- Able to lead

WEEKNESS

- Sensitive/emotional
- Never say no to work
- Ready to help.

Date:

Place:

Signature

