





SONIYA HANUMANTHAKARI

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PROFESSIONAL SUMMARY

HR Executive with practical experience in recruitment coordination, onboarding, payroll support, and HR documentation. Confident in handling attendance, employee queries, and admin tasks. Eager to grow and contribute to a dynamic HR team.

KEY SKILLS

- Payroll & Attendance Management
- Recruitment Coordination
- Employee Relations & Grievance Handling
- Office & IT Administration
- Employee Onboarding
- HR Documentation
- Performance & Training Coordination

PROFESSIONAL EXPERIENCE

HR - Admin | Modera Freight Services Pvt Ltd (18/2023 – 07/2025, Mumbai)

- Coordinated recruitment activities including drafting job descriptions, posting vacancies on portals, and conducting telephonic screening of candidates.
- Handled employee onboarding, ensuring documentation completion, HR system entries, and induction training.
- Maintained and updated payroll records, tracking attendance, leaves, and salary processing for accurate disbursements.
- Addressed employee grievances, supporting conflict resolution and ensuring compliance with company policies.
- Assisted in performance management, tracking employee reviews and coordinating training programs.
- Organized employee training and development to improve workplace efficiency and compliance.
- Managed exit formalities, including exit interviews, clearance processing, and full & final settlements.
- Enrolled new employees in IAS Time Watch biometric attendance system and maintained personnel records.

Administrative & Collection Assistant | Span Associates (01/2019 – 05/2023, Mumbai)

- Managed office administration, procurement, recordkeeping, and document filing.
- Followed up with clients to ensure timely collections of outstanding payments.
- Handled invoicing, payment tracking, and collected documents such as GST returns, VAT forms, and C Forms.
- Supported HR documentation and helped maintain records.
- Oversaw day-to-day office operations to ensure smooth functioning.

EDUCATION



B. Com

K.J Somaiya College of Arts and Commerce, Mumbai, India (2020)



HSC

K.J Somaiya College of Arts and Commerce, Mumbai, India (2017)



SSC

Padua High School, Mumbai, India (2015)

LANGUAGES

English | Hindi | Marathi

PERSONAL DETAILS



Date of Birth: 22/05/2000



Nationality: Indian

SOFTWARE & TOOLS



IAS Time Watch (Biometric Attendance System)



Microsoft Excel, Word, PowerPoint