



Sonika

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OBJECTIVE Results-focused HR Professional seeking full time employment in Human Resource (Generalist/Recruitment);
Eager to contribute expertise towards optimizing the utilization of human capital.

PROFILE Progressive experience in benefits administration, recruitment, employee counseling, and payroll management.

Location Preference: Delhi/NCR

CAREER ABRIDGEMENT

- ① MBA In Human Resource Management from Indraprastha Institute of Technology and Management , New Delhi with over 5 years of experience in *Recruitment – Sourcing to On-boarding; Performance Management; Compensation & Benefits; Payrolls; Welfare; General Administration including Vendor and Client Relationship Management.*
- ② Presently associated with J.L AUTOPARTS PVT.LTD., Faridabad, Haryana as ASSISTANT MANAGER HRD.
- ③ Experienced in manpower management, payroll, salary preparation & disbursement and recruitment involving screening, short- listing and interviewing.
- ④ Adept at people management; maintaining healthy employee relations; handling employee grievances thus creating an amicable & transparent environment.
- ⑤ Skillful assistance in implementing HR Systems and policies, conducting training programs towards enhancing employee productivity and building committed team.
- ⑥ Possess strong communication and interpersonal skills. A dynamic go-getter & quick learner with ability to work under pressure and meet deadlines.

Area of Exposure / Expertise		
HR Policy Execution	Recruitment	Performance Management
Induction	Payroll Management	Compensation & Benefits
Training & Development	Employee Relations / Welfare	Employee Engagement
Team Management	General Administration	Vendor Management

ORGANISATIONAL SCAN

15th March 2019 – TILL: J.L.AUTOPARTS PVT.LTD. Faridabad, Haryana, INDIA as ASSISTANT MANAGER (HRD& ADMIN)

1. Statutory Areas and Payroll Management
2. Recruitment & Selections Process
3. Grievance Handling
4. Employee Engagement
5. Induction, Joining Formalities, Exit Formality
6. Vendor Management, Contractor Management
7. HR Policy Implementation

Notable Attainments:

- ❖ Holds the distinction of handling staff recruitment on monthly basis as per the requirement.
 - ▢ Working as a Lead Recruiter.
 - ▢ Achieved lowest offer declines with lowest termination due to background verification.
 - ▢ Creating and implementing New Policies in organization.
 - ▢ Looking after the payroll management.
 - ▢ Fulfilling all the admin responsibilities.
 - ▢ Looking after the Vendor Management.
 - ▢ Preparing Attendance, Salary, Petty Cash and other expenditure reports on monthly basis.
- ❖ Revamped the new hire and lining them for training as per TOYOTA norms

Job Responsibilities:

8. Statutory Areas and Payroll

- ▢ Making and finalizing Monthly Payroll Processing, Leave & Attendance Records, any arrears etc.
- ▢ ESI monthly returns declaration of employee to ESI, issuing TIC cards, Grievance matters related to ESI.
- ▢ EPF monthly returns declaration of employee to EPF, Issuing UAN Number, PF withdrawal.
- ▢ Maintaining all registers of labor law.

9. Recruitment & Selections Process

- ▢ Head Hunting, Job Portal i.e. Naukri.com with Sourcing Methodologies.
- ▢ Screening, Short-listing of resume.
- ▢ Handling overall process from Conducting Interviews to On boarding the employees.

10. Payroll Management

- ▢ Compiling and checking details with the basic data and taking action on deviation if any
- ▢ Maintain all data related to Employees Example: Employee Master, Payroll Data etc.
- ▢ Responsible to answer the queries related to Payroll.
- ▢ Responsible for controlling personal files of employees.
- ▢ Carrying out calculations for performance bonus & salary revision.
- ▢ Daily Attendance Report.

11. Grievance Handling

- ▢ Addressing employees' grievances and coordinating with various departments to resolve them within deadline.
- ▢ Responding and resolving employees grievances, queries and concern areas related to any HR function.
- ▢ Interacting with the employees on regular basis.

12. Employee Engagement

- ▢ Celebrations - Diwali, Holi Festival, and other company events
Effectively managing welfare measures, management - employee get together, picnics & parties.
- ▢ Develop, Initiate and administer employee engagement programs like health checkup & blood donation camp, annual function, sports meet, Birthday celebration policy etc.

13. Induction

- ▢ Making the new employee understand about the Company profile, policies, HR Guidelines, Leave policy, organizational behavior, etc. Induction for new employees and explaining them contract terms & conditions, explaining and making them familiar with the company culture.

14. Joining Formalities

- ▢ Completing all documentation of new joiner.
- ▢ Introducing the joiners with their respective leaders.

15. Exit Formality

- ▢ Conducting exit interviews, providing clearance form.
- ▢ Ensure smooth relieving of employees through formal exit procedures.
- ▢ Issuing Experience & Relieving letter. Taking care of Disciplinary actions if any
- ▢ Processing full and final settlement.

Jan'13 – Aug'15: G.T Magnetics Pvt. Ltd., New Delhi, India as HR Executive

Notable Attainments:

- Compilation & processing of attendance and leaves data in registers.
- Processing monthly attendance musters for workers, trainees & officers.
- Maintaining employees personal files and records, communicating HR policies & across the organization at all levels.
- Designed Policies and Various HR Forms and Induction Program.
- Preparation of full and final settlement.
- Keeping track of Confirmation, Appraisals, and Increments of employees.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.
- Preparing Final settlements, Gratuity, leave salary and all employee benefits.
- Conducting telephone and Personal interviews with the HR Manager & Department heads.
- Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.
- Carrying out calculations for performance bonus & salary revision.
- Daily Attendance Report, OT Report.
- Addressing employees' grievances and coordinating with various departments to resolve them within deadline.
- Interacting with the employees on regular basis.

ACADEMIA

- 2012 MBA in Human Resource Management from Indraprastha Institute of Technology and Management, New Delhi, India.
- 2009 Bachelor of Engineering (Computer Science) from Maharishi Dayanand University, Rohtak, Haryana, India.
- 2005 Passed 12th from Shiksha Bharti School Rohtak, India.
- 2003 Passed 10th from Shiksha Bharti School Rohtak, India.

COMPETENCIES

- Innovative thinker and excellent leadership qualities.
- Excellent in influencing the people.
- Efficient in communicating well in writing and verbal both.
- Able to motivate and negotiate with the people.
- Quick Learner
- Self-Motivated
- Learning Attitude
- Adaptability
- Determined towards goals of life

PERSONAL DOSSIER

Husband's Name	Mr. Amit Kumar
Date of Birth	20th August 1987
Marital Status	Married
Passport	Yes
Correspondence Address	Flat No. - E3, Samridhi Apt., GH-9, Sector-21D, Faridabad, Haryana, INDIA.

To obtain a position that will enable me to use my keen organizational skills, Educational background and ability to work well with people.

Dated:

SONIKA