

Sonali Sarkar

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PROFILE SYNOPSIS

- Commercially focused HR Business Partner with proven expertise in strategic Business Partnering, End-to-End employee life cycle management, C&B and Organization Development.
- Proficient in managing & leading teams for deploying and running successful HR processes and systems for continued excellence.
- Acknowledged as a person with natural influencing skills and ability to collaborate efficiently with different Stakeholders and deliver high value results.
- Worked with Industries such as IT/ITES (more than 6 years), Construction/Engineering (more than 1 year) and ISO Certification Body (1 year).

KEY SKILLS

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|-----------------------|------------------------------|--------------------------|
| • HR Policies | • End - to - End Recruitment | • Learning & Development |
| • Strategic HR | • Compensation & Benefits | • Performance Appraisals |
| • Grievance Redressal | • Employee Relations | • Employee Engagement |

EXPERIENCE

• Head – HR & Admin

Mechartés Researchers Pvt. Ltd. |  Noida | April 2014 – Present

Roles & Responsibilities

- Partnering with the Management Team/Stakeholders to create vision, policies, strategic goals and objectives for the business unit, organization development and culture.
- Formulation and re-engineering of HR Policies and Procedures.
- Coordinating with Team Leaders/Line Managers for Workforce planning and manage Talent Acquisition (medium: Off-Campus & on-Campus Drives, Job Boards, Professional Networking sites, Recruitment Agencies, Referrals and direct Job Applications).
- Overseeing the entire gamut of HR function including managing entire employee life cycle from recruitment to exit formalities.
- Provide HR solutions and strategies in collaboration with BU Heads and Functional Leaders to meet the needs around people-focused topics.
- Performance Management, identifying scope of improvement and competency gap and suggesting solution for the same, 180 Degree Performance Appraisals and succession planning.
- Identifying and deploying necessary learning and development initiatives.
- Creating Salary Structure for entire manpower, Payroll Management, Mediclaim Policy, Employee Welfare Schemes, and Statutory Compliances such as PF, ESI, and Gratuity
- Supervising general HR and Admin functions such as, Attendance and Leave Management System, HRIS, Travel Desk Management, Vendor Management etc.
- Grievance redressal and employee motivation
- CAE Project Management and compilation of Projects Summary.
- Internal Audit for ISO 9001:2015 Standard and preparing Audit Report. Coordination and handling the entire process of external Audit as a Management Representative.

- **Manager – HR Business Partner**

Mechartés Researchers Pvt. Ltd. | 📍 Noida | February 2011 – March 2014

Roles & Responsibilities

- Set up the HR Department from the scratch including formulation and implementation of **HR Policies and Procedures**.
- Designing and creating Forms and Formats of **HR and Admin** related documents
- Handling the entire gamut of HR function including managing entire **employee life cycle** from recruitment (mostly Campus Recruitment) to exit formalities.
- Implement corporate topics and people development tools in BU such as performance management, appraisals, promotions, identification and retention measures for key talents, succession planning, employee relations and employee engagement activities etc.
- Compensation and Benefits including Payroll Management, Mediclaim Policy, Employee Welfare Schemes, Statutory Compliances such as PF, ESI and Gratuity.
- Giving inputs to the Software Engineers in designing, developing and modifying the **HR Automated System (web-based Internal HR Software)**.
- General HR and Admin functions such as, Attendance and Leave Management System, HRIS, the Travel Desk Management, and **Vendor Management** etc.
- **Grievance redressal and employee morale.**
- Stakeholder Management.

- **HR Business Partner & QMS Auditor**

EQFS Certification Pvt. Ltd. | 📍 Delhi | October 2009 – November 2010

Roles & Responsibilities

- **Set up the HR Department** from the scratch including formulation and implementation of HR Policies and Procedures
- Designing and creating Forms and Formats of HR and Admin related documents
- Deploying **OD Interventions** based on business situations
- End to end recruitment and Salary Negotiation
- Joining Formalities, Induction and Orientation
- Handling Attendance and Leave Management System
- Management of Compensation & Benefits
- Maintaining HRIS and Personnel Record
- Training and Development of Clients for ISO 9001:2008 Certification on PAN India basis
- ISO 9001:2008 External Audit on PAN India basis and preparing Audit Reports.

- **HR Executive – Generalist**

High-Point Rendel (**Now, KPMG**)

Roles & Responsibilities | 📍 New Delhi | May 2008 – September 2009

- Bulk Recruitment (Screening and shortlisting of CVs from Online Job Board, lining up shortlisted Candidates for interview and taking preliminary round of interview).
 - Joining Formalities (Offer Letter and Appointment Letter, Registration of the new recruit on Payroll, Attendance and Leave Management System)
 - Preparing Short CVs (as per Company Format) of deployed Engineers.
 - Monthly Salary calculation and disbursement of Salary.
 - Handling and monitoring Attendance and Leave Management System
 - Management of Personnel records.
 - Co-ordination with all BU to monitor and implement HR Policies and Procedures.
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SOME OTHER WORK EXPERIENCE

● Field Cadre

Sahara India Para-Banking | November 1997 – September 2000

- This was a target based part-time job.
- My role was to explain about the different Banking Schemes of Sahara India Para-Banking to the prospects and get the sale closed
- Collect Monthly Installments/Deposits from the Customers and deposit the money in their respective accounts.
- Customer Relationship

● Garment Business | December 2000 – August 2002

- During this tenure, I was into the business of ladies ethnic garments.
- This was a home based business

● Tuition/Teaching | December 2000 – August 2004

- I used to teach all Subjects to school children
- My service was paid and unpaid both. I used to render unpaid services to the under-privileged students from the slums.

● Financial Advisor | September 2004 – November 2007

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- This was a part-time job.
- My role was to explain about the different Insurance Plans of the Company to the prospects and get the sale closed
- Customer Relationship

● Holiday Consultant | December 2007 – March 2008

RGF Holiday and Resorts Pvt. Ltd.

- This Company used to work for Country Club.
- My role was to sell various leisure and holiday packages of Country Club to Prospects.
- Customer Relationship

SOME ACHIEVEMENTS

- Set up the Department of Human Resources at EQFS Certification Pvt. Ltd. in 2009 and at Mechartes Researchers Pvt. Ltd. in 2011 from the scratch. It was a big challenge for me to replace an unorganized and unprofessional system with an organized and prudent system. Utilizing change management processes, my interpersonal and analytical skills, I achieved success in attaining my goal.
- Closed number of positions (all verticals/all levels) within the given deadline via on-Campus and off-Campus Drives, Job Boards, Professional Networking Sites, Recruitment Agencies, Referrals and Direct Applications.
- Initiated multiple employee engagement activities / events in order to foster knowledge sharing, skill development, employee motivation, concept of '**fun at work**', Organization development and culture.
- Introduced office automation system through Web Application (developed by our in-house Software Engineers) for Employee Database, Salary Slip Generation, Attendance and Leave Management.
- Worked on Attrition issue and reduced it from 60% to 35% in 2012, from 35% to 25% in 2013 and from 40% to 15% in 2015 at Mechartes Researchers Pvt. Ltd.
- Helped 7 colleagues in getting their complicated Health Insurance claims settled without any hassles in 2016.
- Played the role of Management Representative and handled the entire process of implementation of ISO 9001:2008 Certification in High-Point Rendel and Mechartés Researchers Pvt. Ltd.

EDUCATION AND CERTIFICATION

- **MBA – HR/IR** from Sikkim Manipal University in the year 2010
- **M A – Philosophy** from Patna University in the year 1997
- **B A – Philosophy Hons.** from Patna Women's College in the year 1995
- **Lead Auditor - ISO 9001:2015** (Quality Management System) in the year 2016

SOFTWARE KNOWLEDGE

- **Operating System:** Windows (XP, 7, 8, 10)
- **Packages:** MS Office (2003, 2007, 2010, 2013)
- Well versed with **Internet Application**
- Apart from working on some in-house developed HR Software, I can also work on **Smartsheet, Basecamp** and other **SaaS Platform** for Work/Project Management and Automation solutions