

Sonal Anand

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Objective

To carve out a niche in corporate world where my passion, dynamism and commitment would contribute success and add value to the company

Profile Summary

B. E+ MBA HR - having 6 Years of corporate experience in Human Resource Management viz HR Sourcing and Recruiting, Generalist, ERP Systems, Employee Relations, Industrial Relations & HR Operations

- Currently working as HR Manager in KBI, Noida
 - Worked as HR Manager in Maya IT Pvt Ltd & Kerree Projects IT Pvt Ltd, Delhi NCR
 - **Complete understanding E2E ERP HRMS (ERP – HRMS: HR One)**
 - **Demonstrated professionalism as a Manager and team member**, while continuously striving to meet business needs
 - Proven ability to excel in diverse domains viz IT Software, Educational Institutions etc.
 - Handling end to end recruitment cycle -sourcing, screening, interview, negotiations, placements
 - Very result oriented, polite and calm in the face of all professional challenges
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Professional Experience

HR Manager	Krishna Beads Industries	(Domain – Manufacturing)	Aug 18 – Till Date
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- ➔ **Managing E2E ERP - HRMS (Human Resource Management System)**
 - ➔ **Managed End to End Recruitment/Joining cycle (Naukri, Monster, Indeed, LinkedIn etc.)**
 - ➔ Employee Database Management
 - ➔ Payroll Management
 - ➔ Time & Attendance Management
 - ➔ Performance Management (360 degrees)
 - ➔ Maintaining Employee Relations
 - ➔ Exit-Interviews & Full and Final Settlement
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HR Manager	Maya InfoTech Pvt Ltd, Delhi NCR	(Domain – IT)	Dec 16 – Jan-17
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- ➔ **Managing End to End HR + Administrative Management activities**
 - ➔ **Managed End to End Recruitment/Joining cycle (Naukri, Monster, Indeed, LinkedIn etc.)**
 - ➔ Employee Database Management
 - ➔ Payroll Management
 - ➔ Time & Attendance Management
 - ➔ Performance Management (360 degrees)
 - ➔ **Maintaining Employee Relations**
 - ➔ Exit-Interviews & Full and Final Settlement
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HR Manager	Kerree Projects IT Pvt Ltd, Noida	(Domain – IT)	May 14 – Aug 14
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- ➔ **Managing E2E ERP - HRMS (Human Resource Management System)**
 - ➔ **End to End Recruitment cycle (Naukri, Monster, Indeed, LinkedIn etc.)**
 - ➔ Employee Database Management
 - ➔ Payroll Management
 - ➔ Time & Attendance Management
 - ➔ **Performance Management** (360 degrees)
 - ➔ Maintaining Employee Relations
 - ➔ Exit-Interviews & Full and Final Settlement
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Senior HR Administrator AIMS Management Institute, Pune May 09 - Apr 14

- ➔ **Assisting in complete spectrum of HR Management activities**
- ➔ Employee Database Management
- ➔ Payroll Management
- ➔ Time & Attendance Management
- ➔ Performance Management
- ➔ Training & Development
- ➔ Exit-Interviews & Full and Final Settlement
- ➔ To explain the various policies, strategies and benefits to employees.
- ➔ **Handling internal recruitment cycle (Naukri, Monster, Indeed, LinkedIn etc.)**

Educational Qualifications

- ➔ **MBA (HR) Bharati Vidyapeeth University, Pune (Deemed University) 2009**
- ➔ **B.E (Electronics & Communication Engineering), SRPCE, Nagpur University 2006**

Certifications Acquired/ Trainings Attended

- ➔ HR Recruitment & Selection Process Trained: Attended "Effectiveness of HR Recruitment and Selection Process" training in CMC Limited, Pune.
- ➔ **HR Learning & Development Trained: Attended "HR Learning & Development Approach through CIRO Model" training in DEMAG Cranes & Components Pvt. Ltd, Pune.**
- ➔ HR – EDC Trained: Attended "HR – EDC Department "Vocation Training in NTPC LTD. Vidhyanagar, M.P (India's one of the Largest PSU Company)

Tools

- ➔ Office Tools : MS Office Suite 07/10/11/15
- ➔ Operating Systems : Windows 9x/2000/7, NT, XP, MS- Dos

Academic Achievements / Co-curricular Activities

- ➔ Shooting Expert at Banasthali Vidyapeeth, Jaipur Rajasthan (boarding school) Shooting Club
- ➔ **Awarded "Employee of the Year "at AIMS Management Institute, Pune**

Hobbies/ Interests

- ➔ I love to travel and visit new places. I also enjoy browsing internet and listening to soft music.

Languages Known

- ➔ English, Hindi