SONAL KAPUR BEHL

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CURRENT ADDRESS-

VIVEK VIHAR

EAST DELHI-

# Professional Summary:

I have 4 **years +** of extensive industry experience in the field of **Human Resource Management, Admin,Customer Relationship**. I have the ability to work in any platform in the highest standard of quality if need arises. I believe in accepting new challenges and moving ahead through my hard work and learning.

MBA(HR) with round 4 years of experience in Manpower Requirements Analysis, Talent Acquisition, Training & Development, Performance Management & Enhancement, Employee Relations, Employee Engagement, Induction & Exit Management

### Areas of experience:

* Insightful and a dynamic professional with **4 years** of rich experience in **Human Resource Management**.
* Efficiently handled HR Admin & Generalist activities like Employee engagement, Employee
* Development, Training, Orientation, Grievances handling, HRIS etc.
* Expertise in Talent Acquisition (Sourcing by utilizing the latest online technical tools (LinkedIn, Facebook and other networking via job portals, networking sites, employee reference, on and off campus hiring, etc) Salary Negotiations and Role Fitment.

### Educational Qualifications:

1. - MATRICULATION – Central Board of Secondary Education, Delhi, 2003 with 63%
2. - INTERMEDIATE Commerce - Central Board of Secondary Education, Delhi, 2005 with 68%
3. - BACHELOR OF Business Administrations – IMS Ghaziabad, 2008 with 62%
4. - MASTERS of Business Administrations - IMT Ghaziabad, 2014 with 53%

**Key Skills**

* Analytical ability
* Leadership skills
* Team work ability
* Determination towards work

### Experience Summary:

Currently working with TechFerry Infotech Pvt Ltd as a Sr. HR Executive since July 2015 to till date. Handling complete HR Operations.

**RECRUITMENT:**   
  
a) Responsible for end to end recruitment.  
b) Selecting candidates from multiple sources i.e. Social Networking sites, Head Hunting, Cold Calling, Recruitment Portals, databases etc.   
c) Follow-up till the position is closed.  
 **JOINING FORMALITIES:**   
  
a) Completion of Joining Formalities by verifying all the documents of new joiners.  
b) Personal File Preparation.  
c) Sending Joining Mails to respective departments.  
  
**EXIT FORMALITIES:**   
  
a) Initiating the exit process of the employee.  
b) Fixing exit interview with the manager and informing the same to employee.  
c) Preparing Relieving & Certificate of Employment Letters for the employee.  
  
**OTHER ACTIVITIES:**   
  
a) Preparing Appointment Letters, Salary Break Ups, , Contract & Intern Offer Letters, Confirmation Letters.

Worked with TravelTriangle.com as a **Sr.HR Executive from** April 2014 to July 2015.

**Roles & Responsibilities-**

**RECRUITMENTS & SELECTION:-**

* Management of the complete recruitment life cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
* Responsible for recruitment through job portals, consultant, headhunting & advertisement. Sourcing the profiles from Database, job portals and employee references, Linked In, Facebook, and Head Hunting etc.
* Screening, evaluating, Short-listing the candidates by conducting 1st round of interview, and line up for the next round.
* Issuing offer letter, Calculation of CTC break-up

**VENDOR MANAGEMENT**

* Conducting market research for identifying potential vendors, planning strategies for sourcing services/ candidates; performing price negotiation and vendor performance analysis effectively.
* Identifying & developing potential vendors, interacting with vendors on a regular basis and meeting them on regular basis for strengthening relations.
* Resolving queries for vendors; managing the terms of contract and scope of services that vendors provide and resolving issues related to existing agreements.
* Ensuring accurate and timely vendor billing.
* Guiding teams & assisting in day-to-day operations and providing support for effective Data Management.

**JOINING FORMALITIES FOR NEW STAFF**

* Ensure smooth Joining, Induction & Orientation of all new employees to integrate them into our culture and fit into the workplace. (giving presentation to the new employees, and make them aware of general rules and regulations, introduction to all staff)
* Follow up with new joiners regarding about their requirement like seating arrangement, id card & other stationery.
* Issuing Appointment Letter, Documents verification, Issuing ID cards

**EMPLOYEE RELATION:**

* Single SPOC for HR Issues - counseling employees and handling their grievances in the organization such as, medical facilities, salary issues, and other day-day problems.
* Grievance handling and resolving the issues of employees
* Analysis and recommendations on various issues
* Conducting timely one-one feedback sections

**Induction and Joining**

* First point of contact for the new hires and responsible for ensuring completion of joining formalities
* Design and conduct orientation and on boarding activities for the newly joined employees
* Handling the induction sections for the new employees, making them aware about the various policies & procedures within the company like leaves policy, performance appraisal process, etc

**EXIT FORMALITIES**

* Talk to Employee about Resignation, Talk to his Senior/Manager about his issue
* If relieving is confirmed, finalize the last date, notice period and mail the employee about his last date and other formalities
* On relieving day, conduct exit interview, get the exit form filled
* Issue necessary documents - Relieving Letter/Experience Letter/Salary Slips (if required)
* Periodic Analysis of Exit interviews.

Worked with **OM Consultant** since SEP 2013 to Mar 2014 as a Sr. Consultant –HR (6 Month)

* Handling Pan India Recruitment of Hospitality & IT Sector ;
* Responsible to manage the MDs Office.
* Responsible for calendar management, requiring interaction with both internal and external customers and coordinate a variety of complex executive meetings
* Ensure that all confidential & sensitive information is securely handled, stored as appropriate & no such information is divulged or made accessible to unauthorized person.
* Manage all executive levels administrative work

Worked with **“DR.ITM LTD”** as a Sr.HR Executive (1 Yr) (Sep 2012 to July 2013)

**On Boarding**

* Induction
* Co-ordinating with Functional Heads & conducting Departmental induction.
* Taking care of all Joining formalities {Joining forms, P.F, & Bank A/C openings}.
* Checking the new joiner âs educational and past experience certificates.
* Preparing New Joiner data for Employee Code generation and HRMIS
* Issuing Offer & Appointment
* coordinating with ID & Access cards Vendors for issuing Cards

Worked with “**DAVISION GLOBAL ENTERPRISES LTD**” as a Sr. HR Executive from June 2010 to July 2012 (2YR) Joined as HR Executive, Got promoted as Sr. HR Executive in April 2011

**Job Profile** : Sr. Executive HR  
**Recruitment**

* Taking care of PAN India recruitments through campuses and job fairs.
* Following up the candidates’ right from initial contact till formal handover and initiation of joining formalities.
* IJP, handling recruitments (Making Job descriptions)
* Responsible for taking HR round of interview.

**Personal Details:**

Marital Status: Married

Hobbies and Interests: Listening music, Watching Movie.

Language Known: English, Hindi, Punjabi

Husband Name: Mr. Brijesh Behl

Why me? Honest, Self-Confident, Efficient, Ambitious & Good team player.

**Declaration**: I do here by declare that all the information submitted above is true to best of my knowledge& belief.

Date:

Place: **(SONAL KAPUR BEHL)**