



SONI PAL

HUMAN RESOURCE

CONTACT

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OBJECTIVE

I want to be a part of a renowned organization, to contribute towards the growth of the organization. Improve my personal capabilities by learning from the new exposure within the structured framework of the organization.

SKILLS

- Human Resource (HR) ★★★★★★
- IT Recruiter ★★★★★★
- Non-IT Recruiter ★★★★★★
- Technical Recruiter ★★★★★★
- Recruiting ★★★★★★
- Sourcing ★★★★★★
- Sourcing Specialist ★★★★★★
- LinkedIn & Naukri Recruiter ★★★★★★
- Bulk hiring ★★★★★★
- Handling multiple profiles ★★★★★★
- Resume Screening ★★★★★★
- Interview Scheduling ★★★★★★
- Cold Calling/Telephonic Calling/Phone Calling ★★★★★★
- Calendar Management ★★★★★★
- Generate & Roll out Offer Letter ★★★★★★
- Background Verification (BGV) Process Management ★★★★★★
- Onboarding & Induction Management ★★★★★★
- Employee Engagement & Gamification & Events ★★★★★★
- Vendor Management ★★★★★★
- Client Handling ★★★★★★
- Data Management ★★★★★★
- Google Sheet Management ★★★★★★
- Employee Referral Management ★★★★★★
- Applicant Tracking System Management (Internal) ★★★★★★

WORK EXPERIENCE

📍 Talent Acquisition Partner

Greenway Health Pvt. Ltd., Bangalore

January, 2022 -

January, 2023

Responsibility:

- Manage the entire life cycle of the recruitment process for both IT & Non-IT profiles.
- Handle senior and middle level recruitments and client relations.
- End to end recruitment, utilizing various sourcing method like web portals, referring internal database, employee referrals, etc.
- Managing & work with a team to achieve the monthly and weekly targets.
- Screening and identifying right candidates with required skill sets and experience and make sure that it should match with the requirement as per the job requirement.
- In-depth knowledge and experience about the usage of Job portal Naukri & LinkedIn. Job positing & bulk mailing experience
- Interacting with the candidate, doing initial screening to understand their competencies & skill sets, making them understand the job role.
- Coordinating with the candidates for interview & conducting telephonic interview.
- Arranging for HR round for the selected candidates and negotiating salaries on company standards. Having good coordination with the client and team for arranging the final interview.
- Experience in handling bulk hiring process.
- Work closely with the recruiting leads and hiring managers.
- Experience in single-handedly managing the employee referrals.
- Maintain data integrity within our applicant tracking system.
- Managing calendars & scheduling interviews on Google Meet & MS-Teams.
- Creating & releasing the offer letters.
- Experience in handling the vendor management.
- Managing the onboarding process.
- Conducting the induction program.
- Experience in single-handedly managing the background verification process and maintain the BGV Deck as per the management requirement.
- Experience in conducting the employee engagement program- Talent Buddy program which objective is to resolve the issues and queries of the employees & to give appreciation rewards for the employee good performance & conduct fun activities.

📍 Human Resource Executive

Elance Group Pvt. Ltd., Lucknow

January, 2021 -

December, 2021

Responsibility:

- Recruiting for IT & Non- IT profiles.
- Sourcing resumes from job portal- Naukri & LinkedIn
- Screening & shortlisting the resumes.
- Scheduling telephonic interviews for candidates with the hiring managers.
- Administering appropriate company assessments.
- Following up the interview process status.
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved.
- Communicating employer information and benefits during the screening process.
- Completing timely reports on employment activity.
- Handling client meetings.

- Creating Job Description ★★★★★
- Job posting & Mass Mailing & Mail Management ★★★★★
- CCC ★★★★★
- Microsoft Office: MS- Outlook, MS- Word, MS- Excel, Power point presentation (ppt) ★★★★★
- Employer Branding ★★★★★
- Strong Communication ★★★★★

LANGUAGE

- ✓ Hindi ★★★★★
- ✓ English ★★★★★

📌 Human Resource Intern

Reliance HR Services Pvt. Ltd., Lucknow

September, 2019 -
October, 2019

Under guidance of HR & TA of Reliance organization on the topic Recruitment & Selection of Employees in Reliance as HR Intern.

- Phone screen applicants, cold calling.
- Source resumes and schedule interviews as needed.
- Sourcing candidates on job boards and by social networking sites.
- Assist with sourcing, reviewing resumes, coordinating screening and interviews.
- Friendly and strong communication skills over the phone.
- Ability to perform multiple tasks and high level of confidentiality.

EDUCATION

📌 Masters in Business Administration

Shri Ramswaroop Memorial University, Lucknow
73.34%

2018 - 2020

📌 Bachelors in Commerce

Avadh Girls Degree College, Lucknow
60.25%

2015 - 2018

📌 XII (ISC Board)

Emma Thompson School, Lucknow
76%

2014 - 2015

📌 X (ICSE Board)

Emma Thompson School, Lucknow
75%

2012 - 2013