



# Sonali S Lal

## Human Resource

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I am an accomplished HR specialist with 2.5 years of experience. My expertise lies in employee relations, performance management and HR policy development. I am dedicated to fostering a positive workplace culture and have a track record of successfully implementing HR Strategies that drive employee engagement and productivity. I excel in recruitment and have a proven ability to source top talent. Lets connect to discuss how i can contribute to your organizations HR needs.

## Experience

### ● UTL IT SOLUTION - Human Resource Executive *Jan 2024 - Present*

- Schedule Interviews and taking interviews for various IT & Non - IT profiles.
- Selecting best candidate for the organization.
- Negotiate with candidates related to salary and issues that they are facing.
- Document verification of each and every employees through email .
- Ensure that the Appointment Letter is been handed over to the candidates on time.
- On boarding & Induction of new joiners and all joining formalities till Employee ID Creation.
- Short out and council all concern of employees related with salary, attendance and other issues
- Conducting Exit formalities with exit interview.

Hiring for both IT & Non - IT profiles like - Graphic Designer , Full StackDeveloper Flutter Developer , QA ,BA , IT Project Manager , IT sales , Telecaller, Mern Stack Developer , Wordpress Developer , Php Developer ,content write, Node js developer, Android ios, etc . With using portals like - Naukri , Shine , Indeed , Job hai , Apna , Linkdin, Hirect etc

### ● CTPL.IO - Human Resource Recruiter *April 2022 - December 2023*

- Understanding and analyzing the Requirements.
- Preparing for the Job Description
- Source Suitable Candidates
- Application Screening
- Select the best talent
- Calling the candidates for the interview
- Advertise the open position
- Completing paperwork for new hires.

Hiring for - Admission counsellors , BDE , Junior PHP/Laravel Developer , Project Coordinator , Assistant Professor/Associate Professor/HOD/ DEAN .

### ● AKC HYUNDAI - Human Resource Intern *January 2022 - March 2022*

- Working on LinkedIn , for job posting and hiring candidates.
- Taking interview over the call .
- conduct Induction meeting
- Assisting with HR related reports and employee queries.

## **SKILLS**

- Negotiation
- Communication
- Confident
- Cold calling
- Leadership
- Interpersonal
- Relationship
- Problem Solving
- Critical Thinking
- Time-management
- Active Listening
- Microsoft Word , Excel
- Power Point

## **EDUCATION**

RBMI -AKTU

2020 - 2022

Masters of Business Administration

RBMI -MJPRU

2017 - 2020

Bachelors of Business Administration

## **ACHIEVEMENTS**

INSTITUTE  
IMS GHAZIABAD  
2018

TECHNOTSAV – Got first prize in quiz competition.