

# AMAN SONPURE

## HUMAN RESOURCES PROFESSIONAL

### CONTACT

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**Permanent Location** - B-107, Pratham Residency, Vapi - Gujarat 396195

**Current Location** - Flat No.10, Anant Manohar Appt, Kothrud - Pune 411038

### SKILLS

Recruitment & Sourcing

Interpersonal Skills

Emotional Intelligence

Empathy

### PROFESSIONAL CERTIFICATES

Organizational Culture

Emotional Intelligence

HR as a Strategic Business Partner

### EDUCATION

**MBA - Human Resources Management**

**MIT - World Peace University**

2022-2024 GPA - 7.06

**BBA - Human Resources Management**

**SSR College of Arts, Commerce & Science  
affiliated by Pune University**

2017-2020 Percentage - 60.58%

**HSC**

**GSEB Board**


2017 Percentage - 52.53%

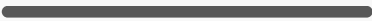
**SSC**

**GSEB Board**

2015 Percentage - 51.33%

### LANGUAGES

English 

Hindi 

Gujarati 

### PROFILE SUMMARY

Dedicated and results oriented Talent Acquisition HR Professional with 2.5 years of hands on experience in identifying, attracting talent across diverse industries. Proficient in full-cycle recruitment processes, including sourcing, screening, interviewing and onboarding candidates while ensuring alignment with organizational goals and values.

Demonstrated ability to build strong relationships with hiring managers, candidates and stakeholders, fostering a collaborative and inclusive recruitment environment. Hands on experience on portals such as Naukri, Indeed, LinkedIn, Internshala, IIMjobs to source the candidate profile.

### WORK EXPERIENCE

#### HR Recruiter || Summer Internship Program || MBA

Exa Mobility India Private Limited

May 2023-Aug 2023

- Team Expansion, End-to-end Recruitment through various job portals such as Indeed, Internshala & LinkedIn (White and Blue Collar).
- Drafting Job Descriptions, Drafting and releasing offer letters, negotiating salaries.
- Responsible for implementing Employee Engagement activities such as Celebrating birthdays, festivities and arranging office outings, etc.
- Carrying out joining formalities & Conducting induction programme of every new employee.
- Assisting in implementing the Keka HRMS software.

#### HR Executive

Aarti Industries Ltd. || Jack Enterprise

June 2021-July 2022

##### Talent Acquisition

- Handling end to end recruitment for the various functions according to business needs.
- Recruitment & Selection-Understanding the requirement of candidates from the respective functional heads accordingly Searching & screening the candidates also scheduling interviews keeping the cost effective in mind.
- Hands-on experience on Naukri Portal.
- Collection and screening of CVs from consultants.
- Maintain the TAT for position closure.
- CTC negotiation with the candidates keeping cost effective in mind.
- Preparing Offer Letters for the selected candidates.
- Preparation of RAG.
- Proper & timely follow-up with selected candidates till they join.

##### Employee Onboarding

- Carrying out all the joining formalities of new employees.
  - Maintaining the joining tracker for the entire Zone - 1 at AIL.
  - Plan for the Induction of newly on boarded employees.
  - Various kind of compliance forms to be filled by new joiners ( Form 11, Form 35, Form F, Form 11).
1. Plan functional induction for new onboarded employees - Officer & Above

#### HR Apprentice

Aarti Industries Ltd.

June 2020 - May 2021

- Collection & Screening the cvs of the candidates.
- Scheduling the interview with the hiring managers through google meet.
- Coordination with the hiring manager for shortlisting and interview scheduling.
- Follow up for Pre-Employment medical reports with the candidates.
- Ensuring factory compliance of pre-employment medical on Form 33.
- Follow up for the offer documentations.
- Travel management & reimbursement of the candidates pertaining to their joining's.
- Processing the invoice of the stakeholders.