

# SULOCHANA

HR Executive |

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## Professional Profile

Dedicated and results-oriented Human Resources Talent Acquisition and Operations professional with a proven track record of successfully sourcing, attracting and on-boarding top-tier talent. Adept at building strong relationships with candidates and hiring managers and skilled in leveraging technology and data-driven insights to optimize recruitment processes. Seeking to contribute my expertise and passion for talent acquisition to a forward-thinking organization.

## Core Skills

Corporate Communication and Presentation	Pre- Joining formalities, Documentation
Talent Acquisition	Team building
Manpower Forecasting, Salary Negotiation	Offer Letter Generation, Employee On-boarding
Time management and Prioritization	Employee Life Cycle

Rewards and Recognition, PowerPoint, Word, HRMS (**DarwinBox**) Employee Engagement.

## Career History

 **HealthKart** – Jan'22 to Present

**Position:** HR Executive |

**Job Role & Responsibilities:**

**Onboarding Activities: -**

- Taking care of all the onboarding formalities of new joiners of PAN India.
- Commencing initial onboarding procedures for new hires on the official portal.
- Assisting new hires with their online joining kits, while ensuring zero errors.
- Conducting induction activities, communicating company and position details to new hires.
- Issuance of employment letters to prospective employees.
- CSR Activities: Activities towards Society, Charity, Awareness Camp, etc.
- Enlisting employees for the initial online training & development programs prepared at Healthkart and ensuring.
- Managed the HRIS (Human Resources Information System) to update employee records, generate reports and facilitate data-driven decision-making.
- Creation of mail ID's, Employee ID's, maintaining records of employees in the HRIS(DarwinBox).
- Handling employee queries and grievances.
- Handling Employee Engagement Activities.
- Preparing Engagement calendar.
- Organizing Activities with zero cost.
- Conduct welfare programs for employees & CSR activities at various locations on timely basis.
- Responsible for the Domestic enquiry, Routine matters related to employee welfare and grievance handling of the employees.

- Handling employee engagement activities through organizing various HR initiatives like Health safety awareness camps, Trainings, mentoring. Welfare Activities like Sports, Social / Cultural, recreational activities, Birthday & other complementation, Felicitations for motivation.

#### **Recruitment:-**

- Handling end-to-end recruitment cycle including screening, shortlisting, Interviewing, salary negotiation etc.
- Work towards TAT adherence and generate verification reports before the deadline.
- Developed and executed training programs, resulting in 90% improvement in employee skill proficiency and a 90% increase in employee satisfaction with professional development opportunities.
- Collaborate with hiring managers to understand staffing needs, job specifications, and candidate profiles for various departments.
- Employee Activation and assigning core details.
- Handling employee queries and grievances.
- Training & Development Coordination with L&D team as per requirement.
- Handling employee engagement, rewards and recognition's.



Raj Sang HRSolution - April,22-Jan,23

#### **Responsibilities -**

- Screening and shortlisting candidates through job portals.
- Sending candidate's details to the clients and follow-up for the interview schedule.
- Schedule interviews as per the given time slots.
- Regular follow-up with clients and candidates.
- Administrating joining formalities and handling paperwork.
- Receiving cases from the various clients and acknowledging the same.
- Maintaining daily tracker for individual clients and sharing with the client on a weekly basis.
- Handling Non-Tech and tech hiring requirements in the-domains of Sales, Supply Chain Operations, Software Engineers, MIS, community managers etc.
- SPOC for various key processes.
- Pipeline new clients into business.
- Work towards TAT adherence and generate verification reports before the deadline.
- Ensuring timely delivery of reports to the clients adhering TAT and generating the verification reports.



#### **Internships**

- **As Falcon Consultancy - HR Intern - Mar 23 - May 23**
- **IFortish - HR Intern - Feb 23 - Mar 23**

#### **Volunteering and Extracurriculars**

- Part of Employee Engagement Activities at Healthkart, Gurgaon.
- Part of Talent Acquisition's Versant Training Program at Healthkart.
- Part of Kid Day Celebrations at Healthkart, Gurgaon.

## Qualification

➤ MBA - HR and Marketing	GITM, Maharishi Dayand University	2022
➤ Bachelor of Arts (Economics and computer Applications)	Maitreyi College, Delhi University	2019
➤ Higher Secondary	Army Public school, Amritsar Cantt	2016
➤ High School	Army Public school, Jalandhar Cantt	2014

## Awards & Recognitions

Star Performance of the period	Healthkart	July- 23
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## Hard Skills

MS Excel, Word, Google spreadsheet.

## Creative Skills & Interests

Reading books, Writing.

## Personal Details

**Date of Birth:** 12/08/1999  
**Gender:** Female  
**Marital Status:** Unmarried  
**Languages Known:** Hindi & English Language  
**Nationality:** Indian  
**Father's Name:** Mr. Raghuvveer Singh

## Disclaimer

I solemnly declare that all the details given above are accurate, and I bear the responsibility for any variation from them in the future.

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