

AYUSHI SONI

Human Resource Professional

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Career Objectives:

To gain greater insight into the field of Human Resource Management (HRM) by way of exposure to real work atmosphere in a well-established organization. Also, to seek a challenging career in the field of human resources and to channelize my abilities towards individual, organizational and societal benefits which will add value both to me and to the company.

Profile Summary:

Completed Master of Business Administration in Human resource management (MBA-HR) with over 4 years of experience in Human Resources & Administration. My Expertise is in Employee Relations, Employee Engagement Activities, Performance Management, Talent Acquisition & Management, Reward & Recognition, Staff Development, Grievance Handling, Statutory Compliances, HR Management, Framing & Implementation of HR policies, Employee Separation Process, Exit Interviews & Exit Analysis, HR Audit & General Administration with excellent interpersonal skills and ability to communicate effectively.

Key deliverables:

- × Handling the Onboarding team at the Client's place.
- × Involved in HR Operations.
- × HR Coordination (Business Partnering, Reports, HRMS Quality, HR Letters, Exit, events & helpdesks)
- × Ensuring accurate and timely payroll processing by providing Attendance inputs on time.
- × Addressing day-to-day queries and concerns of employees.
- × Conducting Exit Interviews.
- × Travel & Mobile expense reimbursement.

Professional Experience:

Organization: ExaTip Technologies Pvt. Ltd

Job Title: Executive - **Human Resource Manager**

Duration: Nov 2021 to till Date

Responsibilities:

- * Developing the HR agenda
- * Onboarding, off-boarding process and Background Verification.
- * Developing HR strategies, policies, and practices.
- * Improving and monitoring employee productivity.
- * Structuring compensation and benefits packages.
- * Managing staff wellness initiatives.
- * Improving relations between staff and employers.
- * Evaluating staffing needs.
- * Providing the necessary support for Payroll, Grievance Handling
- * Overseeing recruitment efforts.
- * Managing and allocating HR funds.
- * Engaging with heads of department. Expertise in handling all the social accounts of the company like Naukri, LinkedIn, indeed, Hirect etc.

Organization: Creative Fuel Pvt. Ltd.

Job Title: Executive - **Human Resource Executive**

Duration: Nov 2020 to Nov 2021.

Responsibilities:

- ✓ Manage end-to-end recruitment process.
- ✓ Implement effective sourcing, screening, and interviewing techniques.
- ✓ Induction, Training, Development
- ✓ H.R Operations
- ✓ Leave Management
- ✓ Attendance Management
- ✓ Coordinating with the accounts department for salary calculation and bonus program.
- ✓ HR Policies & Documentation
- ✓ HR Audit & Compliance
- ✓ Employee Engagement
- ✓ Attendance & leaves
- ✓ Exit Formalities.

Organization: Education Info social welfare society

Job Title: Executive - **Human Resource Recruiter**

Duration: Aug 2018 to Mar 2020

Responsibilities:

- Assisted with end-to-end recruitment in the firm.
- Providing counseling to candidates.
- Learning and enhancing skills in various domains like Recruitment process,
- HR Operations, welfare activities, personnel policies and corporate social responsibility. Conducting training needs analysis, ensuring all kinds of training (soft skills, communication, and technical) delivered in alignment with organizations vision and departments performance goals.

Organization: ICICI Prudential Life Insurance Company Limited

Job Title: Executive - Associate Financial Service Manager

Duration: Jan 2018 – June 2018

Responsibility:

- ▮ Managing active relationship with Branch Managers and branch staff to have complete pulse on business and generating cross sell business opportunities.
- ▮ Logging the policy & tracking issuance of the policy to customer satisfaction.
- ▮ Making marketing and sales plan product wise and achieving the same within the timeline.

- ▯ Managing cross sale of Life Insurance through banc assurance channel with Multiple branches of banks Assigned in the respective location.
- ▯ Offer the prospect or existing customer the complete range of products Help complete the procedure necessary for processing the purchase of the policy Keep in touch with customers to ensure that their policy service requests are managed properly Facilitate settlement of claimsAdministration

MIS

- × Maintaining MIS.
- × Leaves and attendance record manually in excel.
- × Personal files of all employees.

EDUCATION:

Master of Business Administration HR / Finance
 Renaissance University Indore Indira business school
 Duration: 08/2018 - 10/20