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| **Saloni Nitin Goyal** | **Mobile:** +91 9909368209 |
| **Email ID:** asaloni17@yahoo.com |

**Seeking assignments in the domain of Human Resource Management (Generalist) with an organization of high repute.**

**Professional Synopsis**

* Human Resources Professional with more than 3 years of experience in the area of Human Resource Management.
* Extensive background in HR generalist affairs, including experience in employee End to End Recruitment, Training & Development, Performance Appraisal, Rewards & Recognition and Employee Relation management.
* An effective communicator with exceptional Interpersonal skills.

**Work Experience**

**April 2022 – Till date working with “PragetX Technologies LLP"as a Sr. HR Executive.**

PragetX is an upcoming leader in providing emerging and digital IT solutions in India, with another acting branch in the USA. We are a team of ambitious, creative, and proactive software engineers and branding managers who have delivered 54+ projects for global clients successfully.

**Job Responsibilities**

* Taking multiple interviews in a week, technical as well as non-technical. Even on weekends if necessary or required sometimes.
* Should have knowledge of the core IT field and should be able to ask relevant questions to candidates as we are looking to build a large team from here on.
* Perform pre- / post-interview activities like orientations, selecting, screening, interviewing, finalizing, onboarding procedures etc.
* Review and select resumes during hiring processes and update database
* Process documentation and prepare reports relating to performance evaluations
* Design workplace policies i.e., SOP, employee attendance and punctuality etc.
* Ensure smooth operations on a regular basis e.g., attendance, employee performance, benefits, pay-roll salary, record of new-staff etc.
* Should be acquainted with different platforms of hiring like Naukri, Indeed, LinkedIn, Apna etc. to source right candidates within time period as required for company
* Should be able to handle some administrative tasks required for a Founder/Co-Founder etc. HR will be the top most important face of the company, so will be responsible to maintain the right and healthy culture in company

**October 2017 – May 2018 worked with “Hidden Brains Infotech Pvt. Ltd.” as a Executive - Talent Acquistion.**

**Hidden Brains**,is an Microsoft Certified Partner & ISO 9001 : 2008 Certified company with an industry experience of over a decade. We have dealt with 2000+ customers worldwide. Our strength of 375+ exceptionally talented professionals created over 850 mobile and 3,500 web applications with 5000+ Projects Delivered. Headquartered in Ahmadabad, India, it has presence in the USA, Germany, Norway and UAE.

**Job Responsibilities**

* Screen, Source and recruit candidates by using databases, social media etc
* Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule
* Assess applicants relevant knowledge, skills, soft skills,experience and aptitudes
* Monitor and apply the best Talent Acquisition practices.
* **July 2015 – March 2017 worked with “Agile Infoways Pvt. Ltd.” as a senior HR Executive.**

**Agile Infoways** is an Offshore Development Outsourcing IT Company delivering highly sophisticated and quality oriented IT based solutions to their offshore software outsourcing clients or IT partners based in Western and Europe Market in a broad spectrum of industries ranging from Finance, Health & Fitness, Real Estate, Information and Technology, Business Services and so on.

**Job Responsibilities**

**Recruitment & Selection**

* Responsible for handling end-to-end Recruitment.
* Sourcing and screening the profiles for specific requirements from Job Portals, Employee- Referrals, Internal Database, Walk-In-Interview &Social Media.
* Involved in recruiting for all profiles Junior to Senior Level.
* Taking initial and final round of interviews.
* Responsible for Salary Negotiation, issuing offer letter and finally close the requirement.
* Updating the necessary MIS for various positions.
* Coordinating for Reference check of New Joining.
* Post offer/ Pre-joining formalities.

**Campus Recruitment**

* Responsible for campus recruitment drive for project trainees and management trainees.
* Successfully handled campus requirement drive in 10+ institutes across Ahmedabad.
* Responsible for making trainees understand HR polices and doing all Notary formalities.

**Joining Formalities**

* Collecting Documents and doing Verification.
* Induction Presentation.
* Access to internal systems.
* Plan Employee Orientation.
* Post Joining formalities overseeing issuance of Appointment letter and ID Card.

**Performance Appraisal**

* Confirmation with Account Management.
* Scheduling meetings and coordinating.
* Evaluating both parties’ forms and finalizing percentage.
* Issuing increment and promotions letters.

**Training and Development**

* Interface with Project Managers and external vendors and suppliers for the implementation of corporate training or training programs to meet the business needs where appropriate.
* Identify key skills, specialty skills and propose training needs accordingly.
* Managing, communicating and delivering important projects that impact other parts of the organization.

**Employee Engagement**

* Handling employee grievances related to Day-to-day operations, team, policies, management etc.
* Responsible for solving the queries of the employees related to Salary, Leave Benefits, Attendance or any other HR Policy.
* Organizing birthdays, employee get together, Festival celebration, CSR activities, Reward & Recognition and Sports to inculcate and increase sense of belonging among the employees.

**HR Operations and Administration**

* To Maintain Personal Files of the employees and maintaining documents as per ISO standards.
* Handling ERP. Maintaining & updating employee database.
* Data Analysis & preparing trend reports.
* Worked on Resource Management Group reports.

**Exit Formalities**

* Handling full & final settlement entire process.
* Issuing work experience certificate.
* Exit Interview.
* Collecting all Credentials.
* **Dec 2013 – July 2015 worked with ‘The Premier Consultants’ as a Recruitment Consultant.**

**The Premier Consultants**, an International Executive and a Board Search Firm. With clientele from various sectors and industries, in countries across India, Middle East, Africa, Europe, USA and South East Asia they have carved a niche for their selves in achieving new standards in Professional Recruitment Solutions.

**Job Responsibilities**

* Managed the end to end recruitment function across multiple business functions including IT, Pharmaceutical, Manufacturing, Automotive, Engineering, Media etc.
* Interview, pre-qualify, negotiate offers and close hires.
* Prescreen candidates with detailed phone screens, evaluating candidate’s compatibility with specific job requirements.
* Ensure a strong evaluation and screening process that filters only candidates with the highest possible caliber and fit to the organization.
* Lead the team of 4 recruiters supported them in all aspects of recruiting.
* Handled recruitment for Domestic and International clients.
* Exclusively handled recruitment for Middle East, East Asia, and South & East Africa.
* Consistently met the performance metrics as defined.
* Specialist in handling international recruitment drive, analyzing the drive cost control and recruitment budget along with senior management.

**Education Qualification**

* **S.S.C** from St. Ann’s high school, Ahmedabad (GSEB) in 2007.
* **Diploma in Engineering (Electronics and communication engineering)** from VPMP Polytechnic collage, Gandhinagar (Technical examination board) in 2010.
* **B. E. (Electronics and communication engineering)** fromAhmedabad Institute of Technology, Ahmedabad (Gujarat technological university) in 2013.

**IT Skills**

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| **Operating Systems** | **:** Windows 98/XP/7/8, Linux  |
| **Packages**  | **:** MS Office 2003/ 2007/ 2010 (Word, Excel, PowerPoint, Outlook, Thunderbird)  |
|  |  Deft in working on job portals  |

**Personal Vitae**

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| **Date of Birth**  | **:** 17th November 1991  |
| **Marital Status**  | **:** Married  |
| **Linguistic Ability** | **:** English, Hindi, Gujarati, French  |
| **Hobbies** | **:** Cooking, travelling, movies |
| **Current Location** | **:** Ahmedabad |

**Declaration:**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place: Ahmedabad

Date: 6/4/2022 **(Saloni Agarwal)**