

## Sonali Gujaré

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### Objective

A position that utilizes my skills in managing, organizing and multitasking while integrating my experiences and providing an opportunity for growth and advancement.

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### Career Abstract

- A competent professional with over all experience of **14 years with 2 years in HR & Administration and 12 years of experience in Talent Acquisition** with rich & extensive exposure to end-to-end recruitment.
- Excellent skills in team building, organization building capability & proven abilities in planning & managing operations involving decision making, information management, problem solving, etc.
- Deft in handling the entire gamut of recruitment & related HR activities.
- Relevant experience in HR consulting handling Engineering, Manufacturing, Logistics, Retail, FMCG, Consumer Durables, Insurance and Banking, Telecom & Hospitality Industry.

### Area of Expertise

- Global Talent Acquisition
- IT / Non-IT Hiring
- Strategic Hiring / Leadership Hiring / Mid & Senior Level Hiring
- Executive Search / Headhunting / Talent Research / Team Mapping / Talent Pooling
- Sourcing & Recruitment (Active & Passive) / Referencing / Social Media Recruiting
- Client Coordination / Client Relationship Management

### Qualifications

- Executive MMS (Specialization in Human Resources)-2009-2012- Jamnalal Bajaj Institute of Management Studies
- Bachelor of Management Studies (Specialization in Marketing)-March 2005 – 2006 University of Mumbai
- HSC (Commerce)-February2002-2003 Maharashtra State Board
- SSC: March2000- 2001 Maharashtra State Board

### Professional Experience

**Fareportal ( CheapOair )**

**November 2018 - March 2020**

**Assistant Manager - People & Culture**

- Work closely with stakeholders to deeply understand the requirements of roles, function.
- Design and execute sourcing engagement strategies for mid and senior & executive level roles
- Strategize different ways to build talent pipelines and execute on tactical research, referral generation and sourcing campaigns
- Deliver qualified diverse pipelines for active roles, as well as active network and establish strong

relationships with diverse candidates and organizations

- Manage executive search engagements from requisition intake meetings with hiring managers to candidate contact to including research, engagement strategies and candidate experience.
- Support an exemplary candidate experience at every stage of the process.
- Proactively manage the recruiting process by understanding talent selection and attraction challenges, as well as business priorities.
- Leveraging deep knowledge of business's talent needs. Attract, recruit and evaluate executive-level talent
- Educate our stakeholders on executive recruiting best practices and labor market dynamics. Leveraging research and competitive intelligence.

**W/s Atkins**

**September 2017 – November 2018**

**Recruitment Lead (Infrastructure Division)**

- Provide full life cycle recruiting, including interfacing with hiring managers to create and review requisitions, sourcing/screening candidates, participating in interviews when required, assisting managers with reference checks, developing competitive job offers and tracking candidates with International Standards.
- Develop successful working relationships with the wider recruitment community, HR teams and key business managers/directors, demonstrating a sound understanding of the requirements of the business. Work with the business in the UK to identify and define the resource requirements - obtain the necessary authorization and working with the resourcers and establish the most appropriate and cost-effective recruitment strategies to meet the
- recruitment requirement
- Manage and monitor internal applicant tracking system, ensuring that all candidates and applicants are properly tracked and have a disposition reason
- Consult, advise & challenge the hiring managers on the selection of candidates throughout the end-to-end process, e.g. CV review, interview feedback, etc. ensuring best fit for the role.
- Manage multiple campaigns across geographically dispersed locations Maintain networks in critical technical sectors to facilitate effective passive recruitment; Develop advertising programs (internal and external) in order to ensure high visibility with potential candidates;
- Develop and maintain an excellent relationship with internal and external clients and/or business partners to ensure achievement of staffing goals

**W/s Atkins**

**May 2016 – September 2017**

**Senior Recruitment Associate (Infrastructure Division)**

- Provide end to end recruitment service, attracting and recruiting talent into our Design & Engineering business using leading and innovative methods of all levels to work on UK and international projects.
- Create and maintain contact with talent communities for both active and passive candidates within Atkins UK core engineering skill-sets
- Utilize market-mapping techniques to understand where talent exists, keep up-to-date on market trends and provide strategic advice on how best to access talent
- Use a variety of direct candidate attraction techniques, including utilization of job boards, Boolean searches, CV databases, referrals, social networking sites, search engine optimization activity, etc., in order to drive candidates
- Understand the recruitment priorities of the Atkins business to spot transferable skills and share candidates with the wider Recruitment Team.
- Maintain and develop recruitment database Taleo which includes utilizing this to maintain an active internal talent community.

- Engage with candidates to produce short-lists and long-lists as part of recruitment campaigns where required
- Actively improve 'time-to-source' metrics by spotting opportunities to enable more efficient access to talent
- Provide specialist resourcing advice to the recruitment community, HR contacts and line managers

**WhiteCrow Research**  
**Senior Consultant**

**January 2013 – May 2016**

- Managing Senior and Executive Level research across various industries and tapping talent pool across APAC, MENA and Europe Regions
- Delivered Talent acquisition and Talent management engagements for Client Organization Globally
- Developing and managing Client relationship
- Designing overall talent delivery strategy and end-to-end client –candidate coordination and management
- Championing client and internal quality requirements and process adherence
- Sharing market insights on talent pool availability with clients for single search assignments and project assignments (Multiple hires)
- Market intelligence mapping
- Conducting preliminary round of interviews understanding the due-diligence in terms of their career aspirations, relocation constraints as to put forward best suitable candidates to clients

**Miracle Outsourcing Pvt. Ltd.**  
**HR Executive**

**January 2011 – December 2011**

- Handling a variety of recruitment activities
- Documentation & Induction for new joiners.
- Attendance, Leave and applications of Employees
- Maintaining data for Payroll
- Administration

**Ecolutions Carbon India Pvt. Ltd.**  
**HR & Admin. Executive**

**December 2009 – December 2010**

- Design and conduct the induction and employee orientation process.
- Conducting Training & Development Programs
- Recommend, develop and schedule training program and development courses.
- Provide advice, assistance and follow up on company policies, procedures and documentation.
- Coordinate the resolution of specifies policy related and procedural problems and enquiry.
- Administration for New Joinees i.e. Conducting and Arranging Induction Programs
- Developing training programs for individual and company goals.
- Employee Retention Management:
- Driving various initiatives with respect to creating fun / excitement at Work Place.
- Introduce innovative and creative HR initiatives.
- Employee Welfare Activities & taking care of CSR initiatives taken by the company

- Handling a variety of recruitment activities so that the recruitment process is efficient, effective and equitable.
- Ensure that all open positions are closed as per the pre-decided timelines
- Prepare internal and external job advertisements, web postings, specifications and other materials in accordance with the recruitment standards and Company needs so that potential job applicants have the information they need to decide whether, and how to, apply for a vacant position.
- Respond to enquiries from candidates about the recruitment activities and about the status of job vacancies so that interested applicants are kept informed without compromising the standards of privacy and confidentiality.
- Contact candidates, arrange interview times and develop appropriate interview questions in collaboration with the hiring manager so that interviews are conducted efficiently and equitably.
- Interview, test, rank, check references, select candidates and provide feedback to unsuccessful candidates based on the job's pre-established selection criteria and the recruitment policies.
- Represent the organization at job fairs and other venues so that potential candidates have an opportunity for job.
- Conduct employee orientation/induction and introductory training so that new employees are quickly integrated into the organization.

**Protostaff Staffing Solutions**  
**Team Leader**

**July 2006 – June 2007**

**Human Resources Management**

- Recruitment, staffing, policy formulation & PMS
- Training, administration & documentation
- Co-ordination for resource allocation

**Training**

- Induction & Process Training.

**Operations Planning**

- Developing business tie – ups & maintaining the existing relations, Process planning.
- Developing strategies to meet the clients organizational (HR) goals
- Resource allocation to meet the operational activities.
- Preparing weekly & monthly recruitment report.