

# SONIA VALERA

## HR EXECUTIVE

### EDUCATION

#### **B. TECH, MAJOR IN C.S.**

A'BAD INSTITUTE OF TECHNOLOGY, A'BAD |  
2011 - 2015  
GPA: 7.0

#### **M. B. A. MAJOR IN H. R.**

SGVU, JAIPUR  
(DIST. LEARNING) | 2017-2019

#### **H.R. GENERALIST CERTIFICATION** PROTOUCH

### CO - CURRICULARS

#### **EVENT MANAGEMENT**

Worked with reputed event mgmt. companies and slowly climbed the ranks, eventually managed a team at major city- level events such as IPL cup, Arijit Symphony Concert, etc.

#### **THEATER AND DANCE**

Participated in numerous acting and theater productions and performed with a plethora of artists in multiple cities.

### EXPERIENCE

#### **TECHNICAL RECRUITER**

XDUCE CORP. LTD. | DEC 2017 - APR 2019

- Worked as a HR recruiter **handling end-to-end recruitment cycles** for multiple **IT companies** in domestic markets and even foreign branches of Indian companies such as Oracle and multiple Tech companies and gained a lot of exposure on the job markets and overall trends in a first- world country like USA.

#### **H. R. EXECUTIVE**

FREEDDEEM APP (D.SOFT LTD) | JUN 2019 - JAN 2021

- Worked as **HR executive** in an upcoming **startup app Freeddeem** performing talent acquisition and handling **end-to-end recruitment** for various positions from CSR to Middle and Upper Management, for multiple branches of the startup.
- Specialised **expertise on posting jobs and screening resumes** on relevant job portals (Naukri, Indeed, Linked In etc).

#### **H. R. CONSULTANT**

FEB 2021 - Nov 2021

- Worked with various **startups** incubated in reputed **incubators** in **Ahmedabad** such as GIC, GUSEC, Leaf GLS, IGNITE etc.
- Fulfilled various **critical roles** in startups from **IT devs** and **sales teams** to contractual experts like **growth hackers**.

#### **HR Generalist**

Dec 2021 - Current

- Handling end to end recruitment for IT profiles like Backend, Frontend ,Designers Generating official internal documents such as offer letters, appointment letters, salary slips and warning letters
- Creating employee engagement plans, getting necessary budget approval and initiating activities

- Collaborating with outside vendors, upper management and employees to maintain CSR standards conscripted by authorities