**POOJA SONI**

**Gender:** Female

**Birth Date: -** 31/08/1992

**Languages Known:** English, Hindi, Gujarati, Punjabi

**Contact Number: - 8866125702**

**Email ID:** [sonipuja13@gmail.com](mailto:sonipuja13@gmail.com)

# Career Objective:

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth

**Work Experience**

# Assistant Executive - Recruitment at Hiring Heads, Bharuch (07/02/2017 to 15/10/2017)

* + End-to-end recruitment for various Indian and Multi-National Companies
  + Technical and Non- Technical recruitments.
  + Studying and analyzing job profile shared by companies and sourcing CVs/Resumes from various channels
  + Conducting primary interviews with selected profiles and aligning candidates’ expectations with the job requirement
  + Maintaining database of candidate profiles and preparing progress reports for each job requirement.

# HR Executive at Srympex Staffing, Bharuch (20/05/2019 to 20/09/2019)

* + End-to-end recruitment for various Indian and Multi-National Companies
  + Technical and Non- Technical recruitments.
  + Studying and analyzing job profile shared by companies and sourcing CVs/Resumes from various channels
  + Conducting primary interviews with selected profiles and aligning candidates’ expectations with the job requirement
  + Maintaining database of candidate profiles and preparing progress reports for each job requirement.

# Talent Acquisition Specialist at LearnVern Pvt Ltd., Ahmedabad (from 17/11/2021 and 30/06/2022)

* + Responsibilities include full life-cycle recruitment such as sourcing, interviewing, reference checking, salary negotiations, background check and closing of contract (freelancing) & permanent positions.
  + Handling permanent and contractual requirements for the company.
  + Sourcing Candidates as per requirements using sourcing tools like Naukri.com, LinkedIn, Internal database, head hunting and referrals.
  + Schedule candidate interviews and technical rounds with hiring managers.
  + Ensuring closing all the requirements within timelines and ensuring that we meet our target s.
  + Monitoring and maintaining database on the basis for current requirements and building a pipeline for Immediate and future requirements
  + **IT Recruiter / Technical Recruiter at XDuce Technologies Pvt Ltd. (from 05/07/2022 and continue …)**
  + Screening and testing profiles and shortlisting the right profile.
  + Submitting candidate’s profile to different requirements matching the candidate’s profile  
     Scheduling Interviews.
  + Interacting/e-mailing the screened/short listed candidates and checking their interest & availability.
  + Scheduling technical/final interviews either with the technical panel or with the management group and follow up on the feedback.
  + Coordinating interviews.
  + Keeping a systematic record of the candidates who had attended the interview.
  + Reporting to the team leader the Interview Status daily.
  + Develop continuous pipeline of candidates to provide backup.
  + Co-ordinate with other recruiters to ensure that as a team we rapidly identify quality candidates, reduce time to fill, build a diverse candidate database.
  + Generating candidates leads through referrals, cold calling and network of previous contacts, through LinkedIn as well as company database.
  + Utilize Internet sourcing tools such as Naukri.com, LinkedIn and others to identify candidates as well as leads for sales opportunities.
  + Maintain Internet postings of all company open positions.
  + Responsible for responding to candidate resumes received through Internet sites and corporate sites to establish strong working relationships with candidates for current and future company opportunities.
  + Skilled in cold calling, consultative selling, negotiating contracts, forming alliances and partnering with others
  + Skills: IT Recruitment, Recruitment, Recruiting, end to end recruitment cycle, Technical Recruiting, English

**Academic Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Degree** | **University/Board** | **School/College** | **Year** | **Stream** | **(%/GPA)** |
| B.Engg. | Gujarat Technical University | P.I.E.T., Vadodara | 2016 | Computer | 7.2/10 |
| Diploma | Gujarat Technical University | P.I.E.T., Vadodara | 2013 | Computer | 7.4/10 |
| 10th | Gujarat State Education Board | Swami Vivekanand English School, Ankleshwar | 2008 |  | 74% |

**Key Projects**

# Developed “Vadodara Guide App” for Android [Start-Up Project] (2016)

* + A one stop solution for all the information of Vadodara
  + Information about lifestyle, food, education, transport and places to see near Vadodara
  + App is still live and can be downloaded at link: <https://tinyurl.com/VadodGuide>

# Developed “FuN Learn App” for Android (2016)

* + An App for kids that can teach them alphabets in an entertaining manner.
  + Test section also provided where kids can be tested on their learning
  + App is still live and can be downloaded at link: <https://tinyurl.com/FunLN1>

# Personal Assets:

* Hardworking
* Honest
* Willingness to learn.
* Ability to cope with changing environment.

**Achievements**

* Got **second prize** in Idea pitching in Pratibha Utsav (I submitted business idea on Mobile app).
* **Achieved best performance award in a quarter** while working as Assistant Executive - Recruitment at Hiring Heads

**Extra- Curricular**

* + Attended seminar on Android app development and got first price by developing an android app.
  + Attended seminar on iOS app development.
  + Attended seminar on PhoneGap app development.
  + Presented startup idea at state level and was ranked in top 14th at state level.
  + Conducted seminars on android and how to build up start-up’s.