

SONALI GUPTA

(91)7905946616
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EXPERIENCE

Sofast Car(Car Rental), Lucknow — HR/Admin

Screening and interviewing candidates, Maintaining physical and data records like employment contracts, insurances etc, Prepare reports and presentations on HR related metrics like total number of hires by department etc.

Perpetual Group, Lucknow — HR Executive

Taking care of recruitment, interviews, posting advertisements in job portals, Handling and fixing meetings.

JDVL Organization Private Limited, Lucknow— HR Recruiter

Managing overall recruitment and selection process, handle Vendors, Ensuring filling up a position within the required time frame.

EDUCATION

SRMCEM, AKTU Lucknow — MBA-HR

2017 - 2019

Sundar Lal Shivhare Degree College, Bundelkhand University — Bachelor of Science

2013 - 2015

Paramhans Inter College, U.P.— Intermediate

2012

Adarsh Public Academy Higher Secondary School, Sumerpur — High School

2010

SKILLS

- Talent Acquisition
- Business Partnering
- Performance, Change and Team Management
- Interviews, Recruiting and HR Operations

INTERNSHIPS

BirlaSoft- NOIDA

(June '18-July'18)

Attendance management, working on different job portals and social media handles for posting job vacancies.

VOLUNTEER EXPERIENCE

- Member of Organizing Committee of Harmony- Cultural Festival of SRMCEM, Lucknow
- Executive Member, Student Alumni Interaction Cell, SRMCEM, Lucknow

I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge.