

Summary:-

Able to establish strong working relationships and support team members' growth and success. Able to function in a fast-paced work environment with a high sense of urgency. Human Resources Generalist with 3+ years of experience assisting with and fulfilling organization staffing needs and requirements. Aiming to use my dynamic communication and organization skills to achieve your HR initiatives.

Work History:-

❖ 2018 Nov – Current

HR

Kilplay pesticides company indore , MP

Key Responsibilities:-

- Coordinating office activities and operation to secure efficiency and compliances to company policies
- Divide responsibilities to ensure performance & to maintain the record of travelling bill.
- To manage payroll/ attendance management. Manage travel and expense reports for department team members
- Create and update record and database of the employee.
- Coordinate with the employee or resolve the problems.
- Implemented effective HR policies to ensure all practices are in compliance with labor and employment regulations
- Increased employee retention rates above 90% by creating and maintaining a positive work environment
- Developed targeted outreach recruitment programs to recruit more minorities and meet affirmative action requirements
- Tracking all marketing team

❖ 2016 June – 2018 Oct

HR

Sai Prime City, Indore , MP

Key Responsibilities:-

- Create and update record and database of the employee
- Updated 100+ employee records and job assignments daily
- To manage payroll/ attendance management. Manage travel and expense reports for department team members
- Consulted with clients to identify process enhancements necessary to better align solutions with business goals, including prioritizing enhancements needed to meet project deadlines and budgets.

❖ 2015 March – 2016 June

Back Office Executive

Shyam Honda , Indore , MP

Key Responsibilities:-

- Create and update record and database of the vehicle and all entry update in system

RESUME

ARPANA SONI

Personal info:-

Address:- 61/1 Ganga Nagar
Airport Road

Indore, (MP) 452005

Phone no. :- 7987172035

E-mail :-

arpana20kilplaypesticides@gm
ail.com

Skills

- Relationship building
- Labor law knowledge
- Investigations and hearing
- Conflict management
- Financial management
- Complex problem-solving
- Recruitment and training
- Records management
- Data collection and analysis
- Online marketing strategies
- Time management skills
- Staff management
- Employee relations
- Team meeting management
- Human Resource Management Systems

Key attributes

- Highly result oriented person With a positive approach and quick decision making capabilities.
- High level of interpersonal and communication skills

Hobbies

- Reading
- traveling
- listening to music

Education:-

- ❖ **Passing Year 2017** **MBA:- HR & Finance**
DAVV, Indore MP
- ❖ **Passing Year 2015** **B.COM :- Accounting**
Barkatullah University,
Bhopal MP
- ❖ **Passing Year 2013** **DCA:- Computer and**
Information Systems
MS Office .
Makhanlal Chaturvedi
University, Bhopal MP
- ❖ **Passing Year 2012** **12th Class :- Commerce**
MP Board

Other Details :-

- ❖ **Father Name** **Mr. Sitaram Soni**
- ❖ **Date of Birth** **20/03/1994**
- ❖ **Languages** **English , Hindi**
- ❖ **Marital Status** **Unmarried**

Declaration :-

I hereby declare that the information as given above are true to the best of my knowledge. However, if any of the information found to be incorrect, the application is liable to be rejected.

DATE

ARPANA SONI