

SONALI JOSHI

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PERSONAL PROFILE

Along with Hard Working Nature, Positive Thinking, Good Communication Skills and Confidence are the Key Qualities. And I will contribute my knowledge and abilities in growth of the organization.

PROFESSIONAL CAREER

Associate Human Resources | ANETICA Consulting Pvt. Ltd. - June 2021 - Till Now

Roles & Responsibilities

- Initial scrutiny for recruitment.
- Register employees on ESIC portal.
- Attendance Management for Clients.
- HR Coordination.
- Background Verification.
- Coordinate for Bank Accounts.

Human Resources Internship | The Lodhi New Delhi - January, 2021 - April, 2021

Roles & Responsibilities

- Joining formalities of new joiners.
- Preparing welcome note of new joiners.
- Taking care of TripAdvisor comments.
- Maintaining files & Attending calls.
- Making birthday cards.
- Coordinating employee engagement activities.
- Screening profiles & coordinating for interviews.
- Issuing Letter of Intent and Appointment letters to the employees.
- Taking care of exit formalities.
- Issuing Experience letter/Relieving letter.

Subject Matter Expert| Events Executive

Programic Asia | July, 2019 - September, 2020

Service Associate

Shangri-La's Eros Hotel New Delhi | November 2018 - May 2019

Guest Service Associate

Hyatt Regency New Delhi| August 2017 - October 2018

Industrial Training at

Park Hyatt Hyderabad - July, 2015 - October, 2015

ACADEMIC HISTORY

Symbiosis Centre For Distance Learning - Pune, Maharashtra

Post Graduation Diploma - Human Resources Management | January, 2019 - January, 2021
Scored: 63.92% (Grade "A")

Institute Of Hotel Management - Panipat, Haryana

Bsc. In Hospitality & Hotel Administration | July, 2014 - June, 2017

PERSONAL DETAILS

- Date of Birth: 08-October-1995
- Father's Name: Shri. Madhwa Nand Joshi
- Hobbies: Cooking & Listening Music