



# Soniya Giri

## HR & Admin Coordinator

☎ Mobile No.: 84334-39024 ✉ E-Mail: girisoniya16@gmail.com



[www.linkedin.com/in/soniya-giri-40786514b](https://www.linkedin.com/in/soniya-giri-40786514b)

Startups Exposure | HR Generalist Activities

## Summary

An ambitious, confident, and pragmatic professional, leveraging total 2 years' experience with around 1 years' relevant experience in Recruitment (70-80%), HR Operations and Employee Engagement (20-30%), whose passion for HR is equally matched by her education. Ready to explore new challenges with proficient and articulate communication skills and an aspiration to learn in a prestigious organization.

## Professional Experience

 **Targray India Pvt. Ltd. – HR & Admin Coordinator**  
April 06, 2021 to Present

- Performing the entire recruitment and hiring process such as sourcing resumes from job-portals, initial resume screening, shortlisting the applications, interviews scheduling, preliminary interviews, feedback mails and pre-joining reference checks.
- Apt in using different recruitment ATS tools such **JAZZ HR, Naukri.com, Indeed.com** etc.
- Effectively liaising between managers globally for all IT and Non-IT positions for understanding their hiring requirements, strategizing, and planning the recruitment process.
- Handling the first round of HR interviews to assess the candidates' suitability, attitude, communications skills, academics and professional qualification, and experience etc.
- Delivering high quality results and closing junior and mid-level positions on global level in coordination with Indian and Canadian hiring managers.
- Closing the positions with a 100% success ratio within allotted TAT through active and passive sourcing, direct to talent (social media), internal hirings, employee referrals, and campus recruitment.
- Managing end to end virtual and offline onboarding process such as pre-onboarding activities (IT assets coordination), virtual completion of joining kit, induction, and orientation of new joiners.
- Maintaining physical and digital records on HRIS and Google Sheets for employees' personnel files, insurance files, attendance and leaves management etc.
- Building and maintaining effective relationships with internal stakeholders through the organization's internal communication, planning and arranging different employee engagement events.
- Handling internal stakeholders' HR policies related queries and escalating with right information and solutions.
- Initiated and coordinated the **Covid Response Team** to guide, help and support employees during the second wave of COVID-19 pandemic.

## Signature Qualities



Talent Acquisition



Onboarding



HR Orientation



Employee Relations  
& Diversity



HR Policy &  
Process Design



Exit Formalities



## Jai Prakash Nath Publications – Administrative Executive

April 01, 2018 to June 30, 2019

- Arranged meetings, appointments and provided reminders as and when required, took dictation and minutes of meetings, accurately entered notes and distributed.
- Maintained a master corporate calendar of all conferences, all-hands events, holidays and vacations.
- Produced professional-quality reports, presentations and briefs.
- Developed and carry out an efficient documentation and filing system for both paper and electronic records.
- Maintained strong relationships with vendors and kept price data in order to get the best pricing on office supplies and services to arrange executive travel and hotel arrangements.

## Internship Experience



### Neolen Technologies Pvt. Ltd. – HR Intern

June 01, 2020 to August 31, 2020

- Creatively sourced high-calibre candidates by leveraging recruiting platforms (Naukri.com, Shine.com, Risesharp and Internshala).
- Head-Hunting to find and match the right talents to better align with business needs on LinkedIn.
- Managed all phases of full recruiting cycle for interns, from identifying the requirement to initial sourcing, screening, scheduling interviews and coordinating with the hiring managers.
- Processing offer-letters and experience certificates to Interns.

## Certifications

- **HR Management and Analytics** (Amity Future Academy)
- **Corporate Etiquettes** (TCS iON Learning Hub)
- **Communication and Interpersonal Skills at Work** (University of Leads & Institute of Coding)
- **Digital Skills for Work and Life** (Accenture)

## Academic Details

- **PGDM (HR & SCM)** 2019 – 2021  
Institute of Advanced Management and Research, Ghaziabad (UP)
- **B. Com (General)** 2014 – 2018  
Chaudhary Charan Singh University, Meerut (UP)

## Declaration

I hereby declare that all the information contained in this resume is in accordance with facts and error-free to the best of my knowledge.

## Skills Highlights



Interpersonal Communication



Project Management



Multi-Tasking



Proactivity & Critical Thinking



Creativity



Time-Management



Anchoring



MS Office Tools