

# Sony Pal

**CURRENT ADDRESS:**

T18, Flat 1906, Nirala Estate  
Techzone 4, Greater Noida West

**CELL PHONE NO.**

+91-8130660153

**EMAIL:**

Soni18395@gmail.com

**Personal Information:****FATHER:**

Mukh Ram Pal

**DATE OF BIRTH:**

18-MAR-1995

**MARITAL STATUS:**

Married

**Expertise:**

Screening  
Recruitment  
Selection  
Salary Negotiation  
Bulk Hiring  
Sourcing  
Background verification  
Joining and exit formalities

**IT Recruitment:**

Java Developer  
Web Developer  
UI/UX  
Designer/Developer  
Software Engineer  
Software Developer

**Non-IT Recruitment:**

Sales  
Insides sales  
Accountant  
Admin Content  
Writer  
Digital Marketing  
Graphic Designer

**Career Objective**

To be a successful professional in a globally respected company and to achieve the objectives of the company with honesty and fairness and to continuously upgrade my knowledge and skills.

**Work Experience****HR Screening Specialist**

Accenture (Contractual)

Jan 2022 to Nov 2022

**Job Responsibilities:**

- Work collaboratively with the team Mates Screening Team and central office employees to process volunteer applications.
- Complete high-quality reference checks by telephone, mail, and email.
- Process background checks through One Source Background Check Company.
- Data entry and implementation of all records and updates in Civicore.
- Provide screening and overall support as needed for our Regional Coordination and Program Coordinators.
- Daily Communication with the screening staff to provide efficient, effective work practices and processes.
- Handling the recruitment of IT/ Telecom Domain for PAN India.
- I had done Bulk Hiring.
- Other duties as assigned.

**HR Executive**

Outright Systems Pvt. Ltd.

Aug 2020 to Aug 2021

**Job Responsibilities:**

- Partnering with hiring managers to determine staffing needs.
- Handling end to end recruitment and team of talent acquisition.
- Determine selection criteria.
- Source potential candidates through online channels (e.g. social platforms and professional networks)
- Handling job portals sites like naukri, indeed, LinkedIn etc.
- Plan interview and selection procedures, including screening calls, assessments and in-person interviews.
- Handling Attendance and leave Management.
- Issues the Offer letter, Termination letter etc.
- Direct all hiring and training procedures for new employees.
- Monitor employee progress and stay abreast on company climate and culture, ensuring it stays positive and productive.
- Coordinate and direct work activities for managers and employees.

**LANGUAGES KNOWN:**

English & Hindi

**STRENGTHS:**

Self Confident Flexible  
Sincere

**HOBBIES:**

Social networking  
watching news browsing

**HR. Executive**

Aspire Industries Pvt. Ltd.  
Dec 2019 to Apr 2020

**Job Responsibilities:**

- Recruitment - Being an – HR Executive, I am responsible for the internal recruitment of the Company. After the technical round is done, I am responsible for the F2F round of the candidates
- Joining to exit formalities – I am responsible for all the procedures from joining to the exit of the employee. It includes several processes like Document verification, providing the ID card, etc. and when the employee is leaving it comes to me to take his/her exit interview.
- I had done bulk Hiring for fresher's & experienced candidates.

**Academic Qualification**

B.com from Delhi University (Mata Sundri  
College) Delhi.

**Personal Traits**

- Positive attitude and energetic
- Ability to work in a team

**Other Qualification**

2 Years Diploma in AAIP Course in Arena Animation  
Preet Vihar.

