

SONALI MAHALI

CONTACT

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📅 15.04.2000

OBJECTIVE

Motivated and detail-oriented HR Executive with experience in recruitment and payroll processes. Skilled in employee data management, attendance tracking, cross-department coordination, and policy implementation. Holds an MCA with HR certifications and seeking opportunities to grow in Human Resources and people management roles.

SKILLS

- new joining Onboarding like manage induction and new joining format.
- Training & Development: Coordinate training and maintain records.
- R&R: Manage employee reward and recognition activities.
- Office Admin: Handle daily office and facility operations.
- Contract Attendance: Track and verify contract manpower attendance.
- Payroll Compliance: Support payroll and statutory compliance.
- IFAS Audit: Assist in audit documentation and compliance.
- MS Office Proficiency-Excel, Word, PowerPoint
- Employee Engagement – Supporting internal events, training sessions, and communication initiatives.

EDUCATIONS

- MCA(Master In computer Applications), 2023 University - Biju Patnaik university of Technology, Rourkela, Odisha Grade - 8.9 CGPA
- BCA(Bachelor in Computer Applications), 2020 University - Sambalpur University, Sambalpur Score - 74 %
- 12th Science CHSE, Odisha, 2017 College - Saratpal Junior college palvihar, Mayurbhanj, Odisha Score - 50%
- BSE, Odisha, 2015 School - Sirsa Government High School Score - 54%

LANGUAGE

- ✓ English, Hindi, Odia, Bengali

EXPERIENCE

Nanliu Manufacuting (indian) PVT LTD

HR Executive

11.12.2025 - till now

Responsible for handling office Administration, coordinating Training programs, R&R, maintaining HR records, supporting employee development activities, and assisting HR operations such as New joining onboarding & Existing also Induction of new joining with all departments, documentation, attendance, and compliance.

Velox Engery Pvt Ltd, Ahmedabad, Science City road, Gujrat

HR Executive

1.07.2025 - 1.12.2025

- Experienced in end-to-end recruitment and onboarding process.
- Skilled in payroll management and statutory compliance.
- Proficient in HR documentation, attendance management, and data reporting.
- Hands-on experience in HRMS tools and Excel-based payroll sheets.
- Strong coordination and communication skills across departments.

Standard Engineers, Sanand, Ahmedabad, Gujrat

HR Executive

14.01.2024 - 30.06.2025

- My responsibilities include maintaining employee records, assisting with onboarding and exit formalities, followup interviews Statue and update to HR management, and handling time & attendance systems.
- I also work closely with senior HRs to support payroll data preparation, compliance documentation, and employee engagement activities.
- I manage data reporting through Excel and contribute to process improvement in HR workflows.
- This role allows me to combine my analytical skills with a passion for people operations.

Skkato India Pvt Ltd, Ahmedabad, Gujarat

HR Assistant

9.02.2023 - 7.01.2024

Assisted in end-to-end recruitment, employee onboarding, and HR documentation. Maintained accurate HR records, supported payroll and attendance, handled employee queries, coordinated training programs, and contributed to employee engagement and internal HR activities.

Integrated Tribal Development Agency, Baripada

MIS Assistant

11.02.2022 - 01.02.2023

- ✓ Maintained FRA claim databases and MIS records
- Generated daily/monthly status reports on claim progress
- Operated FRA portals and provided basic tech support
- Managed digital and physical claim documentation.
- ✓ Training & Capacity Building: Support in training field officials or local bodies on using FRA MIS tools or data formats.