

# Pooja Sodhi

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## PROFESSIONAL SYNOPSIS

Human Resources Manager offering several years of management experience and the development of high-performing teams through recruitment, training, organisational development, and performance evaluation. Skilled in leveraging advanced AI-driven HR tools and analytics to streamline recruitment, enhance workforce planning, and support data-informed decision-making. Strong record of accomplishment working with senior managers to build organisations that meet performance goals. Proven background in directing hiring practices, designing pay structures, developing employee policies, managing payroll and benefits, and collaborating with executive teams to establish and achieve talent acquisition and retention objectives.

## EXPERIENCE

**Sr. HR Manager**, 10/2025 - Current

**Beyondroot Technologies Services** - Mohali

**Sr. HR Manager**, 12/2022 - 07/2025

**Crebos Online Solutions Private Limited** - Mohali, India

**Talent Acquisition Manager**, 03/2022 - 11/2022

**Closetloop Technologies Pvt. Ltd.**

**HR Manager**, 07/2020 - 10/2021

**Contriverz**

**Sr. HR Manager**, 12/2017 - 07/2020

**AFV Private Limited**

**HR Manager cum Admin Head**, 03/2016 - 10/2017

**Passion Gaming Pvt. Ltd.**

**HR Executive**, 12/2012 - 01/2016

**Kreative Mines Pvt. Ltd.**

## CAREER HIGHLIGHTS

### HRMIS Reports

- Sharing Team wise salary costing with Directors on month-to-month basis for revenue reconciliation.
- Maintaining necessary employee records(MIS Attendance Records, Leave DATA).
- Sharing Weekly & Monthly HR Dashboard with internal Accounts department to maintain audit reports.

### Employee Engagement

- Managing Employee Motivation & Morale (through periodic team building, culture building events etc.) to add the sense of belongingness

## CORE COMPETENCIES

- HR policies and procedures
- Organisational Growth
- Orientation and Onboarding
- Staff recruitment and retention
- Talent Acquisition
- Employee Relations
- Performance management
- Dispute resolution
- HR and training policies
- Benefits administration

## LANGUAGES

**Punjabi:** First Language

Hindi: C2

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Proficient (C2)

English: C2

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Proficient (C2)

## QUALIFICATION

**Master of Computer Science**

**D.A.V College** - Yamuna Nagar

**Bachelor of Computer Science**

**D.A.V College** - Yamuna Nagar

## LINKEDIN

- <https://www.linkedin.com/in/poojasodhi08/>

amongst employees.

- Drive Employee Safety and Monthly One-on-One Sessions.
- Started meditation and yoga session to give mental and physical peace to the employee to enhance their productivity.

#### **Talent Acquisition and Recruitment**

- Created a hiring plan, like upcoming hiring's or the running one's in the office.
- Identifying the organization's needs and working to create and implement an efficient talent acquisition strategy to improve recruitment and business performance.
- Experience in managing a recruitment team with a strong understanding of talent acquisition.
- Investigate and determine employee needs.
- Develop a sustainable talent acquisition and hiring plans and strategies.
- Handled end to end recruitment process individually, through job portals, personal references, internal references, social media post on LinkedIn, Naukri, Indeed, WhatsApp HR groups, HIRIST and Facebook groups, also consult with different consultants.
- Increased employee retention rates above 90% by creating and maintaining a positive work.
- Environment.
- Updating all new staff details in HRMS System.
- Maintain the structure between Employees, Supervisors and Management to close all Increments and appraisal related issues.
- Carrying out induction / orientation program to the new recruits programs Negotiating with candidates for offer and remuneration acceptance.

#### **On-Boarding - Separation**

- Undertake joining formalities of the new candidates which includes, preparing and issuing appointment letters and facilitate completion of all prepare their hardware's and submission of all documents.
- Handling the induction process for new employees about the company profile and policies.
- Preparing new joiner data for employee code generation and HRMIS along with coordinating with Id's like access cards/biometrics vendors for issuing cards.
- Checking the new joiner's educational and experience certificates and background verifications.
- Create the documents to complete the proper documentation for separated candidate for full and final process.

#### **Performance Appraisal**

- Designed annual appraisal system, based on monthly/quarterly performance reviews of employees. It includes tracking of monthly/quarterly KRAs' assigned and accomplished targets, evaluation on basis of functional and behavioural competencies.
- Maintain the structure between Employees, Supervisors and Management to close all Increments and appraisal related issues.
- Give self-appraisal form to employees, so they can calculate their performances from their side as well.

#### **Client & Stakeholder Coordination**

- Handled domestic clients end-to-end, including regular coordination, detailed discussions, and complete ownership of client communication.
- Collaborated with clients and internal stakeholders to plan, define, and structure Statements of Work (SOWs) aligned with business and delivery requirements.
- Coordinated closely with legal advisors for preparation, review, and finalization of NDA documentation, ensuring compliance and confidentiality standards.
- Acted as a single point of contact between clients, management, HR, and legal teams to ensure smooth execution, alignment, and clear documentation.

