

Noopur SoniFemale, 21 years | noopursoni.498@gmail.com | +91 9140195487**Skills:** MS Excel, PowerPoint, Word

Professional Communication Skills

HR Associate – US based Firm 200+ candidates hired UN Fellow HR Intern National Level Debater				
Educational Qualifications				
BA Mass Comm. & Philosophy		2022	Indraprastha College for Women, DU	7.05/10
Class XII CBSE		2019	Kendriya Vidyalaya No. 3, Jhansi	90.8%
Class X CBSE		2017	Kendriya Vidyalaya No. 3, Jhansi	8.6/10
Work Experience				13 Months
Fresh Prints		Human Resource Associate		Nov'22 – May'23
Achievements	<ul style="list-style-type: none">Managed recruitment processes on recruitment platform software like ZOHO, Klenty and Freshdesk.Worked on Human Capital analytics and created lead generation funnel dashboards on ExcelLed research & prepared detailed recruitment process plan and achieved lead generation goalsScreened & interviewed 250+ candidates, created reporting solutions & process flows for TA managers.Designed dashboards & provided insights for enhancing recruitment strategies for various channelsPrepared 5+ recruiting metrics & managed campus recruiting manager to hit quarterly recruiting goals			
Rally Ourbus		Dispatch Operations Specialist		Apr'22–Oct'22
Achievements	<ul style="list-style-type: none">Led and managed procurement, onboarded 80+ operators, resulting in 14% organizational growthIdentified 5+ opportunities to help transition bus partners to sophisticated tech-driven solutionsIdentified 4 new avenues of growth from consumer grievances, demands and feedbacksOptimized schedules, analysed traffic patterns & routes; decreased scheduling delays by 12%Solved real-time operational problems and pre-empted issues that hamper customer experience			
Internships				
Collegedunia		Immigration Consultant (HRM Dept)		Jan'22-Apr'22
Achievements	<ul style="list-style-type: none">Mentored 600+ freshmen and transfer students per academic term, ranging from special needs to honoursSegregated students into multiple personas and created action plan on ppt slide for each profileCreated an effective file system to maintain dated & recent I9 forms Processed Immigrant AuthorizationCounselled 200+ International students & prepared transcripts for transfer credit			
United Nations		Millennium Fellow		Aug'21 – Dec'21
Project	United Nations Academic Impact			
Responsibilities	<ul style="list-style-type: none">Put together a team of 7 people after strategic scrutiny of their profiles and motivation for joiningCollaborated with 10+ NGOs & Govt schools for workshops & webinars to educate 400+ childrenOrganized fund-raising campaigns by online competitions, raised funds up to Rs 10,000Successful in increasing the reach, resulting in 25% more NGO connections & 40% more children taught			
Achievements	<ul style="list-style-type: none">Awarded Millennium Fellowship as a part of Class of 2021 by United Nations Academic Impact			
Positions of Responsibility				
Placement Cell, IPCW DU	<ul style="list-style-type: none">Coordinated and supervised pre-placement drives and maintained relations with corporatesImplemented an efficient data management system to better track the placement process			
Student Council, IPCW DU	<ul style="list-style-type: none">Hosted Mr. Purushottam Agarwal, JNU prof, and Michael Greger, NY best seller, on virtual campusMaintained weekly and monthly webinars			
Co-Curricular Achievements				
Academic Achievements	<ul style="list-style-type: none">Secured 90%+ marks from class sixth to class twelfth, awarded with certificate of MeritGot mentioned in International Journal of Peace, Education, and Development (United Nations)			
Interests				
Story telling Travelling Photography Biographies Novels				

