

SONIMA LAL C P

Flat No.3 D

Sree Bhadra Enclave

Palliparambu kavu Rd

Thripunithura

Ernakulam – 682301

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CAREER OBJECTIVE

To use my skills in the best possible way for achieving the goals and challenges.

WORK EXPERIENCE

- **Currently working as a Consultant in Global Migration Consultancy Services.**
 - Building database via conducting seminars and advertisements.
 - Follow up the customers by tellicalling them.
 - Collect the documents from customers filling the forms in a proper manner.
 - Documentation of customers
 - Keeping and filing the Records of customers.
 - Prepare the monthly reports.

- **Worked in PRECOT MERIDIAN LTD.PALAKKAD as "HR ASSISTANT" from 2007 August to 2008 October.**

Job responsibilities

- Assisting HR Manager in Recruitment of staff and workers.
- Do all the joining formalities.
- Introduce a new employee to the company and to give proper training .
- Prepare the salaries and wages of employees and workers.
- Prepare the attendance report of the workers and employees
- Prepare the monthly reports of the company.
- Shift allocation of the plant workers.
- Counselling of workergirls working in plant

- Conduct the Internal ISO audit and prepare the reports. Keeping and filing Personal records of Employees and workers.
- Worked as Unit Manager in "ICICI PRUDENTIAL LIFE INSURANCE" from 2008 December to 2009 July.

Job responsibilities

- Recruitment of Financial consultants.
 - Give induction and training about the company and product. And helps to generate business by them.
 - Conducting seminars for database preparation.
 - Preparation of Personal records of Financial consultants.
 - Preparing Monthly sales reports
 - Introduce the product and the company to the customers.
- Worked as Higher studies counselor in J&A Migration Consultants and Tourism pvt Ltd in Cochin.

Job responsibilities

- Building database via conducting seminars and advertisements.
 - Follow up the customers by tellicalling them.
 - Collect the documents from customers filling the forms in a proper manner.
 - Documentation of customers
 - Keeping and filing the Records of customers.
 - Prepare the monthly reports.
- Worked in Digitech computer solutions as a guest tutor in 2019 February To April
- Worked at KSFE as Junior Asst (Cash) at temporary basis in 2019 August To March 2020

Job responsibilities

- Chitty enrollment of customers and filing.
- Cash receipts ,payments and tallying .
- Customers data preparation.
- Documentation on gold loan.

EDUCATION

- **MBA Human Resource with Marketing under University of Calicut 2005–2007 – completed**
- **B.A Mass communication and Journalism from Government College, Kalpetta under University of Calicut 2001–2004**

TECHNICAL SKILLS

- Worked with ERP system and 5 S Japanese house keeping system in Precot Meridian.
- Profficient with MS office.
- Worked with CASBA software in KSFE

ORGANIZATIONAL AND PLANNING SKILLS

- Executive committee member of “Elixir”05 South Indian Management meet Conducted by DCMS Palakkad.
- Class representative in Fourth Semester of MBA
- Member of organizing committee,Edu Fest '05 Career Guidance Exhibition conducted by DCMS Palakkad.
- 2005-07 Executive member ,PMSA Palakkad

LANGUAGES KNOWN

LANGUAGE	READ	WRITE	SPEAK	UNDERSTAND
MALAYALAM	YES	YES	YES	YES
ENGLISH	YES	YES	YES	YES
HINDI	YES	YES	SOME	YES

PERSONAL BIO

Iam a self respected ,genuine &very liberal person.My interests in building relationships Searching and updating the new trends.

FAMILY

- Father - Late.C P Prabhakar Lal (Retired From Cochin PortTrust)
- Mother - V C Leela (Retired From Coffeeboard)

Husband - Sankar P (Marketing Officer,Kerala Feeds Ltd)

Kids - Eshan Sankar(9yrs),Loukya Sankar(4Yrs)

DECLARATION

I here by declare that the above statement are true and correct of my knowledge and belief.

SONIMA LAL C P