

Vaibhavi Soni

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☎ Ahmedabad, India

Professional Summary

Results-driven HR professional with extensive experience in human resource management, talent acquisition, employee relations, performance appraisal, payroll processing, and statutory compliance. Currently leading HR operations at Vivaan Group with a strategic focus on organizational development, policy implementation, and workforce engagement. Adept at fostering a positive workplace culture and driving HR initiatives that align with business goals.

Key Skills

Recruitment & Talent Acquisition
HR Business Partnering (HRBP)
Employee Engagement & Relations
Performance Management (KRA & KPI)
Compensation & Benefits
Payroll Processing & Compliance
Training & Development
Organizational Development
HR Policies & Administration

Work Experience

Head of Human Resource | Vivaan Group | September 2024 – Present

- Leading the entire HR function, driving HR strategy, policies, and organizational growth.
- Managing recruitment, onboarding, training, and performance management.
- Developing and implementing HR policies, KRA-KPI frameworks, and MIS reporting.
- Ensuring compliance with labor laws, payroll management, and employee relations.
- Spearheading employee engagement programs and culture-building initiatives.

HR Manager | Mad Umbrella Production Pvt Ltd | January 2024 – August 2024

- Designed and implemented recruiting systems for the organization.
- Managed employee onboarding, induction training, and exit formalities.
- Reviewed HR policies and implemented KRA-KPI frameworks.
- Handled administration, record-keeping, and employee grievance redressal.

Sr. HR Generalist | DCB INDIA | February 2022 – December 2023

- Developed and managed HR policies, recruitment strategies, and training programs.
- Supervised onboarding, induction, employee engagement, and cultural initiatives.
- Maintained HRMIS and compliance reports for leadership reviews.

HR Executive | Akshar Fire and Safety | March 2020 – November 2021

- Ensured optimal workforce management across sites.
- Coordinated manpower planning with company heads and directors.

HR Recruiter | Rasha Consultancy Services | January 2018 – December 2020

- Managed end-to-end recruitment for IT, Non-IT, and international clients.
- Coordinated offer letters, joining formalities, and client negotiations.

Education

PG – Human Resource Management | B.K. School of Professional & Management Studies | 2022

B.Com | Asia Pacific Institute of Management | 2020

Certifications & Tools

HR Analytics & Compliance Training

Advanced Excel & HRMS (Spine HR, Zoho, SAP)

Performance Management & Compensation Planning

Let's Connect!

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