

# CURRICULUM VITAE



## NIKET SONI

**Address :** Nagarwada, Vania pol, Near Pij  
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## HR PROFESSIONAL

Seeking a challenging and rewarding opportunity with growth-oriented organizations, which recognizes and utilizes my true potential while nurturing my analytical and technical skills

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## PROFILE

- Competent professional, offering an experience of around **11.6 years** in the field of **Human Resources**.
- Having good knowledge and experience in **HR functions** like **Recruitment, Induction, On boarding, Training and development, Statutory compliances, Attendance processing, Employee Engagement**.
- Possess knowledge of Human Behavior & Performance, Change Management, Team Building, Motivation, and HR Policies & Procedures.
- Understanding of Manpower Planning, Sourcing, Screening, Short listing Resume and handling Recruitment for senior positions.
- Result oriented professional with excellent problem solving and analytical skills, formulating plans & initiating changes and implementing effective HR programs in challenging and diverse environments.

## KEY SKILLS

- **Recruitment & Selection \* Induction and Joining \* Performance Management \* Managing Appraisal \* Organization Development \* Employee Relations \* Employee Engagement \* Compensation Management \* Training & Development \* Statutory compliance**
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## **PROFESSIONAL EXPERIENCE**

**Presently working with PSP Projects Limited**

**Sep 2021 to Till Date**

**As Assistant Manager – HR**

- Handling overall HR Generalist profile based at Head office Ahmadabad
- Assisted in smooth implementation of manpower planning, Coordination of training program, End to end recruitment Process, joining Process of new employees
- Handling end to end Recruitment and joining process in Head Office i.e induction, joining formalities, and after joining formalities.
- Arrange and provide Welcome kit, laptop, and email id process to the new employee.
- Provide all details about the Site location and aware new employee about company culture.
- Accountable for explaining and maintaining HR policies for Appraisal, Attendance, Transfers, Compensation, and Welfare Measures, Leave Policy and Contract Extension to employees.
- Also having good experience of Darwin Box HRMS Software.
- Doing offer letters and appointment letters creation cross check, sign and sent to site location.
- Creation of Probation Confirmation letters every month for all group companies.
- Handling PF KYC approval and exit date in online PF Portal.
- Preparing MIS reports and data maintenance.
- Maintaining monthly Appointment letter tracker, probation letter tracker.
- Also handling Employee engagement activity for Head office staff.
- Mediclaim policy coordination for Employee to Insurance Company, also do the online claims process for Employees.

**Sadbhav Infrastructure Project Limited.**

**(A Group Company of SADBHAV ENGINEERING LTD)**

**Feb 2017 – Sep 2021**

**As Sr. Executive – HR**

- Hr generalist profile based at Head office and coordination to all site HR.
- Handling end to end recruitment process for Executive to President level for all Group companies.
- I am handling recruitment for Sadbhav Engineering and its group companies from head office and help to Site HR.
- Below executive level recruitment handle by site HR and they reported to me at Head office for all recruitment process.
- Also play Site HR coordinator roll from head office for all Sites.
- Daily takes updates from all site HR for daily Site activity.
- Giving training to all Site HR for recruitment and help them to sourcing Profiles from Portals.
- Having good experience in “SAP S4 – HANA HR - Module” for the process of recruitment, Attendance handling, Statutory compliances, and Salary process.
- Handling recruitment process like Profile Sourcing, short listing, interview co-ordination, selection, salary negotiation, and offer and joining process.
- Handling end to end joining process in Head Office i.e induction training, joining formalities, and after joining formalities.
- Also Having good experience of “SUCCESS FACTOR” SAP Supported HR software Recruitment Process - RCM Module and Employee Central – EC Module.
- Doing offer letters and appointment letters creation cross check, sign and sent to site location.
- Creation of Probation Confirmation letters every month for all group companies

- Handling PF KYC approval and exit date in online PF Portal.
- Preparing MIS reports and data maintenance.
- Maintaining monthly Appointment letter tracker, probation letter tracker.
- Also handling Employee engagement activity for Head office staff.
- Medclaim policy coordination for Employee to Insurance Company, also do the online claims process for Employees.
- Handling contractors for labor management, third party roll employees.

## **GATI LTD.**

**Sep 2015 - Jan 2017**

### **HR Executive**

- Spearheading for recruitment of Permanent staff, Contract Manpower Positions and for Graduate Trainees for Gujarat.
- Also responsible for recruitment and hiring for zonal office Mumbai.
- Handled the Payroll, Attendance, Leave Management & Salary Advances, deductions, adjustment days, amounts and full and final settlements, provident fund, entry and exit formalities.
- Coordinated with vendors till end to end process and building healthy relationship, Attrition Management and Retention of Employees, Change & Conflict Management, Resolve employee issues, concerns and problems
- Assisted in smooth implementation of manpower planning, motivation, training program, recruitment, screening, selection, and joining of new employees
- Handling of Strategic HRM functions like designing new plans for implementation in the organization and all other administrative requirements of the company like ID Card Distribution, Temporary ESI Card Online Creation.
- Prepared all sorts of documentation related to HR functions including Offer Letters for new employees.
- Accountable for explaining and maintaining HR policies for Appraisal, Attendance, Transfers, Compensation, and Performance linked Incentive, Welfare Measures, Leave Policy and Contract Extension to employees.
- Working in Gati Ltd. On the payroll of Gati Academy which is a part of "Gati Group" company.

## **Addrec Solutions Pvt Ltd.**

**Dec'2011-Sept'2015**

### **Hr. Executive – Lead recruiter**

- Recruiting candidates for various positions at different levels, Sourcing resumes through job portals, manpower consultants and internal database
- Screening resumes, Conducting initial round of interview and Scheduling interview for potential candidates with functional heads.
- Handling Civil, Electrical and Mechanical Engineers to leading Construction & Infrastructure Companies and Provide engineers with Major Project like Industrial, Highrise Residential & Commercial Building, Road, Highways, Flyover, Thermal Power Plant, Metro Train, Mines Project, Oil & Gas Project (O&G), Refinery, Petrochemical, Cement Industry, Power Transmission & Distribution (T&D), NHA Project (ROAD PROJECT).
- Full Cycle Recruitment for Operations, Process employment applications, evaluate qualifications, conduct interviews, make hiring recommendations, and maintain current records on status of personnel requisitions
- Make initial contacts, schedule and conduct full interview cycle, met each personally, check references and submit for the matching position

- Recruitment for Domestic as well as International location. I.e. Ghana, Algeria, Dubai, Saudi Arabia, Oman, Qatar, Bahrain.
- Working on a hiring software called HIRE CRAFT. Also, handling a team of 5 recruiters in absence of Team Leader.
- Develop and cultivate strong relationships with various levels of management and candidates
- Consult with managers and supervisors regarding hiring processes and other HR matters
- Consulted with clients to assess needs of employer, interpret employment contracts, negotiate salary, benefits and coordinate employee transition
- Preparing MIS reports and data maintenance.

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## EDUCATIONAL CREDENTIALS

### **M.B.A/ PGDM, 2011**

Punjab Technical University

### **Bachelor of Commerce, 2009**

Dharam Singh Desai University

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## Projects

- Summer Internship Project on “Recruitment and selection” at Vintech industries.
- Project on operation for trio remedies Pharmaceuticals Company.

## Industrial Visits

- Visited Coca-Cola Company for the whole company analysis.
  - I have visited trio-remedies pharmaceutical company for the operation project.
  - Visited Parle food Agro Company for manufacturing process of Parle G and 20-20 biscuits.
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## Extra-Curricular Accolades

- Attended the inter college competition mélange in I B M R college in Ad Mad Show.
  - I have also attended the inter college competition Protsahan in 2009, Ganpat University Mahesana in Treasure hunt.
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## Personal Information:

**Name :** Niket Soni

**Date of Birth :** 5th Jan 1989

**Address :** Nagarwada, Vania Pole,  
Nadiad, Gujarat –  
387001

**Date :**

**Signature :**