Keyur K. Soni

71/611, Pushpak Appt. Opp. Saptak Party Plot Next to AEC Circle Naranpura, Ahmedabad-13 Contact No: - +91 9924471616

Professional Profile

In my role I provide outstanding levels of support to guests and employees of office including field employees. I am a key member of the team dealing with a wide range of tasks supporting my colleagues and clients. I am involved with travel booking & multiple admin activities and in addition, I manage and collate MIS data for hotel & train booking of staff as well as MIS related to working days and general marketing expense.

Work Experiences:

Name of the company : Intas Pharmaceuticals Limited.

Designation : Senior Officer
Period of Service : April 2008 to Till Date
Department : Administration

Key Responsibilities

- Domestic Air Ticket Bookings
- Railway Ticket Booking
- Domestic Hotel Bookings
- Cab Management
- Maintain Housekeeping facility with Labor Contractor
- Vendor Management
- · Agent's Bill Checking
- Expense Check
- MIS Reports
- Expenses Check and other activity related field employees

Name of the company : Xplora Design Skool.

Designation : Admin cum HR Asst.

Period of Service : April 2006 to April 2008

Department : HR / Admin

Key Responsibilities

- Maintain Personal file of each Employees as well Salary Calculation
- Travel & Hotel Booking
- Joining Formalities
- Vendor Management with Purchase office e uipment
- Maintain all Records (i.e. Leave Records, Attendance Records etc.)
- Salary updation
- Other Administrative Work(Filling, Stationery & Office Materials Purchasing)

Name of the company : Parikh Electric Corporation.

Designation : Account Asst

Period of Service : April 2005 to May 2006.

Department : Accounts

Key Responsibilities

- Maintain Sales Voucher, Purchase Voucher, Income Expense Statement,
- TDS Calculation.
- Administrative Work (Filling, Stationery & Office Materials Purchasing)

Name of the company : Career Mosaic (Placement Consultancy)

Designation : Accounts Asst.

Period of Service : April 2003 to April 2005.

Department : Accounts

Key Responsibilities

• Manually Salary Calculation as per the attendance sheet of all employees.

Administrative Work (Filling, Stationery & Office Materials Purchasing)

Name of the company : Troikaa Pharmaceuticals Ltd.

Designation : Office Assistant

Period of Service : Nov. 2001 to Mar.2003
Department : Novogen (Hospital Institution)

Key Responsibilities:

Execution of institutional orders

- Independently finalizing Government Documents
- Updating of customer feedback & Order
- Responsible for arranging the dispatch of the medicines
- Enter field activity reports.
- Responsible for order execution till its dispatch to the customer

Computer Proficiency:

Knowledge of Programming Language

Project Done:-

Useful projects deal with online updation of installation and regular maintenance of Alfa Water Purifier distributed to different. It is ad MS-Access Database, which can analyze and indicate the regular maintenance of installed machines.

Academic Qualification:

Exam Passed	University	Year
S.S.C.	GSEB	1992
H.S.C.	GSEB	1994
B.COM	Gujarat University	2000

Computer Skills:

Course	Institute	Year
Oracle8i	SSI	2001
Visual Basic 6.0	SSI	2001

Personal Details:

Date of Birth : 01.02.1977
Total experience: 16 Years
Gender : Male

Language : Gujarati, Hindi, English

Marital Status : Married