

CURRICULAM VITAE

VIJAYRAJ SONI

Contact Information:

Address:

Behind Jain Pedhi V/P-
Rohira, Teh-Pindwara, Dist-Sirohi,
Rajasthan-307024

Email -

vjrjsoni701@gmail.com

Contact No -

+91-8290746536,8112232247

Personal Details -

Father's Name: Hemraj Soni

Date Of Birth: 18-03-1986

Gender: Male

Marital Status: Married

Nationality: Indian

Hobbies: Playing Cricket, Helping
Poor People's and Internet
Surfing etc.

Blood Group: O+

svijayraj701@yahoo.com

Languages Known -

English,

Hindi

Gujarati

Local

CAREER OBJECTIVE

- To obtain a position in a growing organization and looking forward for an opportunity where I can contribute to the organizational success and my personal improvement to be honest towards organization.



SUMMARY

- 7 years of experience in Education Skill Development sector.
- Worked actively in Project planning, implementation, Management Awareness generation, Monitoring and documentation of livelihood projects, CSR Projects across the states of Rajasthan and Gujarat.
- Monitor Trainer's activities as per the Lesson Plan.
- Motivating & building the Training.
- Explore new prospective.
- Manage MRIGS Portal.MIS and MPR Portal.

KEY SKILLS

- Project Implementation
- Training and Placement
- Project Management
- Documentation(SF's)
- Monitoring & Evaluation
- Liaison with Govt.Officials
- Administration
- Leadership Skill
- IT Skill,Soft skill,tally ERP-9 Skill.
- Placements Tracking Skill
- Java,DBMS,SQL,ASP.NET,PHP and Python skills.

EDUCATION

- MCA,Pune University, Maharastra-2011(Full Time)
- BCA,MLS University, Udaipur-2008 Rajasthan(Full Time)
- Certification in Computer Information Technology (RS-CIT),VMOU, Kota,Rajasthan-2013

EMPLOYMENT DETAILS

- **Currently working with Dwaith Infotech Pvt Ltd as a Center Manager- Skill development from January 2020 to till date.**
- **Department- Operations**
- **State- Gandhinagar,Gujarat**
- **Project- DDU GKY- Deen Dayal Upadhyaya Grameen Kaushalya Yojana.**

As Center Manager- Skill development the major responsibilities are:-

- Responsible for entire state operations.
- Liaising with government agencies for set up training centers and for mobilization support.
- Managing End to End Survey Process, Reports & Records
- Prepare Training plan, Academic plan, Budgeting,
- Identifying the Training needs and planning any activities as per requirement
- Set up of training centers, Counseling and document verification of trainees.
- Develop placements links for livelihood support.
- Implement and execute overall project, prepare project reports, annual budget and submit to HO.
- Verification of certified Candidates and documents before grant the business loan.
- Candidates Post Placements Support(PPS).
- CCTV Backup,Bio metric attendance.
- Arrange Guest Lecturer at our center in specified trades.
- Manage all types of SF's.

Worked in a Vivekanand Shikshan Sansthan as a Trainer cum Center Manager from May 2018 to December 2019.

- **Department- Operations**
- **District- Pindwara,Sirohi(Rajasthan).**
- **Project- DDU GKY-Deen Dayal Upadhyaya Grameen Kaushalya Yojana.**

As a Trainer cum Center Manager the major responsibilities are:-

- Taking Classes as per ACLP or SOP.
- Maintain attendance register as per aclp or SF(Standard Form)
- Prepare training reports, OJT, Placements, attendance and visit reports of HO and Govt Dept.
- Responsible for entire state operations.
- Manage trainers team,MIS team,Mobilization team,placements team and counseling team
- Manage both trainers and candidates Bio-metric attendance as per SOP and submit report to Head Office.
- Monthly Meeting with Govt Dept(RSLDC) regarding target achieving.
- Time to Time TLM Distribution for our trainees,Batch freezing submission and completion.
- PPS Process and candidates TA for Non-residential center as per SOP(Standard Operating Procedure) Guidelines.
- Provide professional training and Placement in ITES trade.
- Taking consultancy feedback from the students / aspirants during the training period.

Worked as a Trainer cum District Manager with Bosch Ltd since July 2016 to April 2018.

- **Department- CSR Division(Bridge Skill Development Center).**
- **District- Sirohi (Rajasthan).**
- **Project- CSR Project(Corporate Social Responsibility).**

As a District Manager major responsibilities are:-

- Liaising with Govt. Bodies.(RSLDC and Govt. ITI of Rajasthan)
- Establish the Quality Training centres and Taken the approval from Govt. Bodies.
- Hiring the staff's according to Qualification, Experience.
- Conduct the Training of Trainers.
- Monitor the Training center and training quality.
- Maintain and prepare the overall Training and Project reports and submit to Govt department and Head office.
- Tracking and follow up for OJT and Placement.

- Job Oriented two month training program for Un Youth rural poor at free of cost.
- Daily reporting to Govt. ITI College Principal and HO regarding batches and training status.
- TLM Distributes after the batch freezing.
- Monthly meeting with RSLDC DM and Employment officer regarding training and placement status and submit data to RSLDC.
- Attend Government Employment fair at Dist Level.

Worked as a Trainer cum Manager with Weblink Computer Academy from April 2015 to May 2016.

- **Department- Computer Training Institutes.**
- **District- Sirohi (Rajasthan).**

As a Manager, the major responsibilities were:-

Overall Management of training center and planning for course fee structure.
Manage and trained marketing team, advertisement, pamphlets distributions.
Contents planing for computer diploma courses.
Submit weekly center report to Directer.
Lined up interview for new requirements and daily meeting with Accountant.
Maintain fruitful relation with local people's.

Worked as a Post Graduate Teacher with Emmanuel Mission School(CBSE) from July 2012 to March 2014.

- **Department- CBSE School.**
- **District- Pali (Rajasthan).**
- **Subject- Computer Science and Informatic Practices(IP).**

As a Post Graduate Teacher, the major responsibilities were:-

- Develop the relation and Liaising with Parents.
- Taking higher level Classes(10 th to 12 th)
- Manage Assessments as per CBSE Guideline.
- School related online and off line computer works.
- Monthly meeting with school principal regarding academic status.
- Manage PTM on timely in every months.

Worked as a Lecturer in Sanwariya Mahavidhalaya Since July 2011 to March 2012.

- **Department- College(JNVU,Jodhpur,Raj).**
- **Districts -Barmer (Rajasthan).**
- **Subjects- C,C++,Java,DBMS,SQL,DS,Digital Networking,HTML,ASP,PHP etc.**

As a Lecturer, major responsibilities were:-

Taking classes as per allotted time table from the management side.
Syllabus plan for First Year,Second Year and Third Year students.
Correction in Given syllabus from University side.
Maintain discipline during class.

I hereby declared that the above particulars are true to the best of knowledge and belief.

Place-

(Vijayraj)

