

CURRICULUM VITAE

RAJIV SONI

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Current Address :

Ward no. 67, Near Government School,
Vidhyasagar Nagar, Devnagar, Koni,
Bilaspur (Chhattisgarh), Pin- 495009

CAREER OBJECTIVE

To work in an environment as a leader and a team member where I can enhance my knowledge & contribute for the betterment of the company.

PROFESSIONAL EXPERIENCE

1. **Organization** : Agrawal Infrabuild Pvt. Ltd.
Designation : Admin Executive (Head Office)
Duration : From Feb 2019 to Sep 2020

JOB RESPONSIBILITY :

- Responsible for preparing Digital Attendance of Site as well as Head office of the company.
- Coordinating with site HR for any requirements regarding staff joining, attendance, their Salary and proper documentations.
- Monthly Mobile and Landline bills payment verification through ERP and Excel sheet.
- New all type vender, Items, Employee, Machine/Vehicle creation on ERP, etc.
- Staff EPF and ESIC statement checking and online uploading for challan generation.
- Account assistant works regarding reconciliation of GSTR-2A on ERP & Outstanding Report.
- Maintain Continuously Section rack setting of All Site on ERP.
- All work in the HR department as a HR Assistant.
- Store Department Works (GRN reconciliation with Invoice)

2. **Organization** : Nway Technologies Pvt. Ltd.
Designation : ERP Consultant (Implementation)
Duration : From Sep 2020 to Present Date

JOB RESPONSIBILITY :

- Responsible for Complete Implementation (Master Phase/Training Phase/Live Working Phase) of Construction ERP Software which Includes all department Modules (Purchase, Store, Accounts, HR, Production, Project Management, Employee Module, Correspondence).
- Complete Documentation of Any Project reg. (Master Phase/Training Phase/Live Working Phase) with Verification with Clients.
- Proper Communication with Internal Team reg. Project Status & Project Requirements.
- Deal with Managing Directors & Head of Departments reg. Project Status and Reports.

- **Implemented Projects:**

- Ceigall India Limited
- Sheeraj Projects Pvt. Ltd.
- Ansh Infratech Pvt. Ltd.
- APS Hydro Pvt. Ltd.
- Bhartia Infra Projects Limited (In Progress)

Technical Expertise:

- Having good knowledge of **MS Office (Excel, Word, Power Point)**, Tally and Computer Operations.
- Having programming knowledge of **C language, C++, Visual Basic, Java, SQL, Spreadsheet Programming.**
- Having Knowledge of Operating Systems - **Linux OS, Ms Dos.**
- Working knowledge of **Nway ERP Software.**

Hobbies:

- Traveling, Listening Songs, Science.
- Interacting with new people.
- Playing Cricket.

Personal Strengths:

- Ability to handle multiple tasks.
- Confident and responsible towards my work.
- I look to the future with a view toward self-development with the synergy of earning and learning.
- Working closely with the organization to achieve a harmonious working environment and greater operational efficiency.

ACADEMICS

Qualification	Specialization	School / College / University	Year of Passing	% / Grade
MASTER OF SCIENCE	COMPUTER SCIENCE	DR. CV RAMAN UNIVERSITY, KOTA, BILASPUR (C.G.)	In Progress (Distance Mode)	
BACHELOR OF SCIENCE	COMPUTER SCIENCE	GURU GHASIDAS CENTRAL UNIVERSITY, BILASPUR (C.G.)	2018	CGPA - 8.02
INTERMEDIATE	SCIENCE(PCM)	PROGRESSIVE CONVENT HIGHER SECONDARY SCHOOL	2014	71.80%
MATRICULATION		PROGRESSIVE CONVENT HIGHER SECONDARY SCHOOL	2012	67.83%

PERSONAL DOSSIER

Date of Birth	:	30th Jan 1997
Father's name	:	Manharan Soni
Languages known	:	English & Hindi
Permanent Address	:	Ward no. 67, Near Government School, Vidhyasagar Nagar, Devnagar, Koni, Bilaspur, (Chhattisgarh), Pin- 495009
Height	:	180.34 cm (5 Feet 11 Inches)
Complex	:	Fair
Eyes	:	Black
Vision	:	Normal
Nationality	:	Indian
Age	:	25 Years

Declaration:

I hereby declare that all the information mentioned above is true and complete to the best of my knowledge.

Date:

Place:

(Rajiv Soni)