



AKASH SONI

HUMAN RESOURCES GENERALIST

Udaipur 919462542454 dearcomrade92@gmail.com Married

Summary

Resourceful professional highly skilled in new employee orientation and training. Team-driven Human Resources Administrator offering dynamic personality and extensive background in recruiting, interviewing and hiring valuable employees.

Experience

Vishnupriya Hotel Nov 2024 – Present

Human Resource Generalist

- Managing employee records, including hiring records, retirement actions, and benefit enrollment records
- Coordinating with the Bank for a New employee’s salary account.
- Supporting employee health and wellness through programs like health plans, employee assistance programs, and retirement planning , Staff Birthday.
- Recruiting and hiring staff
- Leave Management
- Maintaining Employee Records
- Creating and posting of Letter of Absconding employee.
- Managing resignation and clearance procedures
- Preparing job offer emails and employment offer contracts
- Attendance & Updating staff Details in PF Portal and benefits information
- help to withdraw PF Amount to Staff.
- Assist and resolve hotel staff and management queries.
- Monthly Meeting With Employees and there Head of Departments.
- Monthly Meeting With HOD's.
- Created job descriptions and job postings to attract qualified candidates.
- Conducted salary negotiations and managed the offer process for selected candidates.
- Conducted full-cycle recruitment for various positions within the organization, including sourcing candidates, screening resumes, interviewing, and extending job offers.

Beyond the Courtyard hotel JULY – 2023 – OCT 2024

Human Resource Associate Udaipur

- Confidentiality of all Personnel, Employment Records
- Orchestrated weekly meetings for cross-functional teams coordinating schedules,
- preparing agendas, and documenting meeting minutes
- increased meeting efficiency by 25% and improved team collaboration.
- Recruiting and hiring staff
- Leave Management
- Maintaining Employee Records
- Employee Exit Process.
- Attendance and benefits information
- Assist and resolve hotel staff and management queries.
- Monthly Meeting With Employees.
- Monthly Meeting With HOD's.
- Created job descriptions and job postings to attract qualified candidates.
- Conducted salary negotiations and managed the offer process for selected candidates.

Rajesh Motors Raj Pvt Ltd NOV 2022 – JUN 2023

Human Resource Executive Udaipur

- Confidentiality of all Personnel, Employment Records
- Orchestrated weekly meetings for cross-functional teams coordinating schedules,
- preparing agendas, and documenting meeting minutes
- increased meeting efficiency by 25% and improved team collaboration.
- Recruiting and hiring staff
- Leave Management
- Maintaining Employee Records
- Employee Exit Process.

Freelancer JUN 2022 – NOV 2022

Android Developer

- Implemented new features and functionality for Android applications using Java.
- Collaborated with cross-functional teams to design and develop mobile applications that met business requirements.
- Firebase cloud messaging to enhance application functionality.
- Implemented REST ful APIs and third-party libraries to enhance application functionality.

Rajesh Motors JCB Pvt Ltd NOV 2021 – MAY 2022

Human resource & Back office

- Confidentiality of all Personnel, Employment Records
- Orchestrated weekly meetings for cross-functional teams coordinating schedules,
- preparing agendas, and documenting meeting minutes;
- increased meeting efficiency by 25% and improved team collaboration.
- Recruiting and hiring staff
- Leave Management

Dear Comrade Group JAN 2019 – NOV 2021

Android Developer

- Android Application Development Using Android Studio – Knowledge of Java , SQL , SQL plus
- Devised Restful Service with java Apache and Performed Code Reviews For Peers.

Freelancer JAN 2017 – NOV 2021

Web developer Traniee

- Static and dynamic website developer
- Basic working on MVC (ASP.Net /C#)

Education

Bhupal Noble's University JULY 2017 – DEC 2018

Udaipur Master of Computer Applications

Keen Infotech Apr 2015 – Nov 2016

Udaipur Android Studio

Aishwarya PG College JULY 2012 – JUN 2014

Udaipur Bachelor's Of Computer Application

Vidhya Nikten Sen Sec School JULY 2010 – DEC 2010

Udaipur 12 th RBSE

Vidhya Nikten Sen Sec School JAN 2008 – DEC 2008

Udaipur 10 th

Volunteering

Robin Hood Army 2017 – 2021

Volunteer

The Robin Hood Army is a volunteer-based NPO cum NGO that works to get surplus food from restaurants to the less fortunate sections of society in cities across India and 10 other countries. The organization consists of over 218,912 volunteers in 401 cities, and has served food to over 118.46 million people so far.

Skills

Hiring & Recruitment

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Human Resources Managment

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Record keeping

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Staff Supervision

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Employee Relations

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COMMUNICATION

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Interests

Cooking

Traveling

Gardening

Languages

Hindi

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English

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