

Sanjay soni



HR Manager

Name- Sanjay Soni

Address: Near police station,
Nagar panchayat- nagar bazaar
District-basti (up), Pin-272302

Contact Number:

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Email-Id:

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❖ Key Skills-

Communication skills
Administrative expert
HRM knowledge & expertise
Recruitments & selections
Training & development
HRIS, HRMS, STATA, MIS
HR reporting skill
Team leadership

❖ Technical Skills-

- Database and software- mysql, ms access, ms excel (basic & advance), ms word, tally

PERSONAL DETAILS:

Date of Birth-	15 Aug 1992
Gender-	Male
Father's Name-	Mr. Hari Prasad Soni
Nationality-	Indian
Marital Status-	Married
Languages Known-	Hindi, English, Marathi, Gujarati

HOBBIES AND INTEREST:

- Singing & song writing,
- Playing indoor game,
- Making friends,
- Making educational training and motivational videos.

Summery- A Project coordinator with around 7 years experience in business planning, analyzing, training & development, administration and enhancing growth rate of company as well as monitoring and evaluation. I have worked in various sectors as BDM, DPM, and HR manager.

❖ Professional experiences

❖ Rudra real estate & developers (Lucknow)

HR Manager

(July 2020 – still working)

- Consistently recruiting excellent staff.
- Maintaining a smooth on boarding process.
- Training, counseling and coaching our staff.
- Carrying out necessary administrative duties.
- Conducting performance and wage reviews.
- Developing clear policies and ensuring policy awareness.
- Giving helpful and engaging presentations.
- Maintaining and reporting on workplace health and safety compliance.
- Maintaining employee and workplace privacy.
- Leading a team of junior human resource managers or executives.

❖ Xeam Ventures pvt ltd. ,(Neer Nirmal Project - World Bank project)

District project manager (M&E Consultant)

Aug, 2016 – mar 2020

Survey, inspection, reporting of overall overhead tank and pipeline water tap connections, MIS entry on gov portal, team leadership, community contribution collection, NGO management, provide training to village people for save water.

❖ CRECER FINANCE PVT. LTD.

HR manager

(Jun 2014 - Aug 2016)

Sales and marketing of financial products like FD, RD, and recruitment of interns and provide training and development, market research, MIS entry and reporting. As well as I have done my internship project here during given period.

❖ Education-

MBA + PGDM (71%)	HUMAN RESOURCE MANAGEMENT	IIPM MUMBAI (MAHATMA GANDHI UNIVERSITY- MEGHALAYA) 2012-14
B com (51%)	Commerce, statistics	DDU, GORAKHPUR UNIVERSITY 2009-12
XII (67%)	PCM	(UP BOARD) 2007-09
X (73%)	Science	(UP BOARD) 2005-07

❖ PROJECTS HANDLED-

- **Training and development**-Provided training to rural people during rural water and sanitation program.
- **E business**- Conceptualized & setup an online Jewellery store with network marketing model for Jewellerybazar India sales and marketing pvt ltd.
- **Creativity**- Creative content for own college magazine “invoke” for the purpose of brand building and management.
- **Market research**- market research of financial products during internship.

❖ EXTRACURRICULAR ACHIEVEMENTS:

- Got 1st rank for 1st 100% community contribution achievement in all over Uttar Pradesh.
- Best trainer and motivator award for provide training in rural development program under Jal Shakti ministry.
- Won best employee of the year award in Jan 2019 and got promotion for target achievement.

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