neeraj soni

HR Administrator

|  |  |
| --- | --- |
| D:\1 - HR Neeraj 1st Jan 18\Neeraj 2019\2-HR\ID card\New\ID Card\Photos\Neeraj Soni.png**Born November 02, 1992****Male** *🖂* 201, 2nd floor, Sector 42,  Gurgaon, Haryana 122002*✆ +91 8860008417* *🖰* *icc.neerajsoni@gmail.com*Languages **English, Hindi****Technical Skills**HR, Admin, Training, Capacity Building, Leadership skills, Teambuilding, Networking, Computer Basics, Amadeus (GDS)**Personal Skills**Organisational skills,Ability to think and act strategically, Strong Interpersonal and Communication skills, Capacity to work autonomously as well as in a team | Professional Experience**27th Dec 2017 to Current date HOPE *foundation,* New Delhi** (Hope *foundation* is an NGO working on community and society development with 27 branches and 550 employees all over India) **Designation: - Assistant Administrator, HR cum Admin.**  **Responsibilities:*** Managing Memorandums
1. Making Agreements with donors/vendors/consultants.
2. Maintaining records of all the Memorandum/Agreements.
3. Getting it signed by both the parties.
4. Creating report for each Agreement.
* Managing HR Responsibilities
1. Salary preparation
2. Hiring formalities
3. Exit formalities
4. Leaves/Attendance management
5. Making data for bonus/increments.
6. Personnel Management
7. Point of contact for PF and ESI on PAN India level.
8. Issuing memo to the staff as per senior management’s instructions.
9. Employee engagement
10. Policy Implementation
* Assisting the Head of Department
1. Providing documents as per need
2. Preparing reports as per need
3. Creating reports for the website
4. Collecting and compiling All India Program Details from all the regional HR.
* Managing all Admin Responsibilities
1. Ensuring that the office functions smoothly
2. Managing kitchen and toilet supplies
3. Stationery Management
4. Vendor Management. (Electrician, Carpenter, Plumber, IT, Stationery etc)
5. Ensuring to make bill payments (Office rent, Electricity, Water, Telephone, Internet, Data cards, Post-paid mobile phone connections etc)
6. Courier Management.
7. Bank Accounts Management
8. Maintaining a good relationship with all the vendors.
9. Ensuring to release all vendor payments on time.
10. Any other task given by the supervisor.

**Jan 2017 to 26th Dec 2017 *INDIAN CHURCH OF CHRIST,* New Delhi** (ICC is a CBO working on community development initiatives with52 branches allover India – Affiliated to International Churches Of Christ) **Designation: – Youth Counsellor, Life Skill Trainer** **Training & Development*** Understanding and identifying needs of members and prepare training modules
* Conducting trainings, being part of workshops, sessions on various skills such as, Team building, working well underpressure, time management, conflict resolution, selfconfidence, presentation skills, anger management, interpersonal skills, finance management, life management.
* Training the members and youth of the Organization on identified needs
* Conducting BCC (Behavioral Change Communication) – one to one sessions & group sessions for men.
* Prepare various strategies related to communication and finances of the organisation

**Event Management*** Coordinate and help out to organize national conferences, workshops and other events
* Managing logistics for foreign delegates
* To lead and train Teens and Youth in Camping Retreats & Conferences organized by the organization
* Organising sports and outdoor events

**July 2015 to 2016 Interglobe Technologies****Designation : Process Associate**  **Responsibilities :*** To work as a Leisure Travel Consultant. Providing solutions to the queries of the customer.
* To sell air tickets, seats, travel insurance, hotels, cabs etc. to International customers over the phone/ email.
* To resolve issues related to cancellations, refunds, fare calculations, itinerary, amendments.
* To coordinate with airline staff over the phone/email regarding customer’s queries or issues.
* Recovered Tax on cancelled/no-show/Partially used tickets for organization from the various airlines.
* To maintain data on excel sheets and prepare reports daily/weekly.
* Building client relationships

**June 2011 – May 2015 Best Services Designation: Coordinator*** To Work as a Coordinator between Head offices of Bajaj Electricals and Morphy Richards and the service center.
* To work on company CRM.
* To assign complaints to respective technicians according to their areas.
* To handle domestic customers over the phone and provide solutions for their queries as soon as possible.
* To maintain data in excel.
* To communicate with higher authorities over phone/email.
 |
|  |  |

# Education

**Bachelors in Arts, 2018**

Delhi University

**Intermediate, 2009**

S.G.T.B. Khalsa School, New Delhi, CBSE Board

**High School, 2007**

S.G.T.B. Khalsa School, New Delhi, CBSE Board.