

# Kamal Soni

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## ContactDetails

Near Vishnu Dharmshala

kamal.soni5110@gmail.com

Abu Road [Raj] – 307026

<https://www.linkedin.com/in/kamal-soni-772227130/>

Contact No: - 9549957721

## OBJECTIVE

To bring my strong sense of dedication, motivation, and responsibility to the company, and to utilize my skill and qualifications obtained through my experience.

## WORK EXPERIENCE

### **1. Astics Techlabs Pvt. Ltd. (Astics Inc.)**

#### **HR Executive**

January 2020 – Till Date

Currently working as a HR Executive (From 23<sup>rd</sup> January 2020 – Till Date) at Astics Techlabs Pvt. Ltd. (**Astics Inc.** – A US Based MNC IT Industry) Sola, Ahmedabad (Gujarat).

## ROLES & RESSPONSIBILITIES

- Recruitment (End to End) & Selection of IT Joining & Orientation.
- Induction.
- Human Resource.
- **Payroll Management (In ERP Software & Excel)**
- **Complete knowledge of PF & ESIC**
- Relation & Welfare.
- Offer Letter Generation.
- Document's Filling, maintaining employee files, records keeping Employee relation.
- HR Policies & Procedures.
- Preparation of Monthly Pay-Slip.
- Attendance & Leave Management.

## KEY RESPONSIBLE

- **Recruitment** – Screening of resume, short living CV's for interview, interview scheduling, HR round of candidate & technical round with respective Verticals / Department, Salary Negotiation with Finalized candidates, Letter of Intent, Joining Formalities, Verification of Records, Offer Letters, Appointment Letters & Confirmation Letters.

- **HR Operation** – Updating & Maintaining Database of Employees which includes employees entire personal details, Confirmation Letter.
- **Payroll Management** – Payroll management through software & excel, Preparation of monthly PF & ESIC sheet, Attendance Calculation, Updating & Maintaining Payroll Records, Leave Records. Updating Database of Resigned Employee, Preparation of Final Settlement Sheet.

## **2. Initium Novum Ventures Private Limited**

### **HR Executive**

08 April 2019 – 17<sup>th</sup> Jan. 2020

Worked as a HR Executive (From 8<sup>th</sup> April 2019 – 17<sup>th</sup> January 2020) at Initium Novum Ventures Pvt. Ltd., Malviya Nagar, Jaipur (Rajasthan).

## **3. Holyfaith Corporate Solutions Private Limited**

### **HR Executive**

08 January 2018 — 06<sup>th</sup> April 2019

Worked as a HR Executive (From 08<sup>th</sup> January 2018 – 06<sup>th</sup> April 2019) at Holyfaith Corporate Solution Pvt. Ltd., Thaltej, Ahmedabad.

## **QUALIFICATION EDUCATION**

**MBA** (Human Resource) – Pursuing

October 2018 – Till Date

Jaipur National University, Jaipur

**B-Tech** (Computer Science)

August 2013 – June 2017

Chartered Institute of Technology, Abu Road

**HSC** (Science-Math)

June 2011 – June 2013

Railway Sr. Sec. School, Abu Road

**SSC**

May 2010 – April 2011

Govindanand Adarsh Vidhya Mandir, Sec. School, Abu Road

## **CORE COMPETENCIES**

- Sound Knowledge of HR Profile.
- Familiar with Microsoft products like (MS-Excel, Word, Power-Point).
- Problem solving skills.
- Can work under pressure.

## **Course Completed**

- Core Java

## **PROJECT EXPERIENCE**

- PERVASIVE CLOUD CONTROLLER FOR GEOTEMPORAL INPUTES

### **Description**

Study of Geographical Distributed Data Centers that are used by Cloud Providers and Migration of Data Centers according to Geotemporal Inputes. It's a IEEE (2016) Research Paper Based Project.

### **Key Technologies**

Use of Ubuntu Operating System, Virtual Machines to deploy prototype of Datacenters. The key language of that project is "Python Language".

## **SOFTWARE SKILLS**

Languages: C, JAVA, HTML, Python

Operating System: Windows (All Versions), Linux (Ubuntu, CentOS)

Office Application: MS Office, Outlook, MS-Teams

## **HOBBIES**

Liston Music, Reading Books, Watching Movies, Interacting with New People

## **PERSONAL DETAILS**

- Name – Kamal Soni s/o Ved Prakash Soni
- Date of Birth – 28/06/1995
- Gender – Male
- Marital Status – Unmarried
- Nationality – Indian
- Religion – Hindu
- Present Address – c - 4, 203, Anushruti Tower, Opp. NYT, Ahmedabad (380054)
- Permanent Address – Near Vishnu Dharmshala, Aburoad. Rajasthan (307026)
- Language Known – Hindi, English
- Contact No. - 9549957721

I hereby declare that all the details given above are true & correct to my knowledge.

**Place: Ahmedabad**

**yours sincerely,**

**Date:**

**KAMAL SONI**