Vishal Soni

75/292 Pratap Nagar, Haldi Ghati Marg Jaipur-302033 | M- +91 960258089 | E. vishalsoni1123@gmail.com | https://www.linkedin.com/in/vishal-soni-90a1b524?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=ios_appProfile

Rich Experience Administration / Procurement/Supply Chain Management / Project Management

- Dedicated professional with over 8 years of rich experience in Administration, Procurement, Supply Chain Management, and Project Management. Proven ability to work independently to achieve organizational goals and objectives. Seeking a senior position in Civil/infra Project and Procurement/Admin Management with a reputable organization.

- Innovative, profit-oriented with success in increasing revenue, market share and earnings; achieving cost reductions; improving customer satisfaction in customer facing operations for diverse organizations Hands-on experience in managing day-to-day Operations and so on.

Core Competencies

Civil Project management | Vendor Management| Team Management| Purchase Management| Contract Management| Business Operations| Procurement| Public Relations

Experience

PROJECT AND PROCUREMENT MANAGER | NOVEMBER 2019 – PRESENT
COMPANY: - NAV BACK OFFICE IT SOLUTIONS PVT. LTD.
REPORTING TO VICE PRESIDENT

- Responsible for overall admin and project operations across the office locations in Jaipur region.
- Key Results Areas including Project/ Purchase and procurement/Facility Management/ Scoping – RFP & RFQ/Contract Management/ Mobilization / Manpower Planning/Vendor Management/ Handling Employee Grievance / Legal Compliance etc.
- P&L Management
- Cost Control
- Ensure projects are completed on time, within budget, and to high quality standards.
- Act as a bridge between teams and stakeholders to ensure everyone is on the same page.
- Identify potential risks, assess their impact, and develop mitigation strategies.
- Assist with resource scheduling so that team members have the resources they need.
- Prepare contracts and negotiate changes with architects, consultants, clients, suppliers, and subcontractors.
- Prepare progress reports for clients.
- Manage project management documents such as the project plan, budget, schedule, or scope statement.
- Execute a variety of project management administrative tasks such as billing and bookkeeping.
- Hire and supervise subcontractors and staff.
- Handing project billing and procure to pay

Achievements:

- Awarded "Extra Miles Award" for Administration in 2022.
- Outstanding Leadership Award for Project and Procurement in 2023 and 2024.

- Professional Excellence Award for Strategic Sourcing & Procurement in 2024.
- Successfully completed an 85,000 sqft IT building project in Sitapura in 2022.
- Completed two office setups totaling 15,000 sqft in 2023.
- Managed the completion of a CEO house project of 11,000 sqft in 2023.
- Oversaw the renovation of a 6,000 sqft office building in 2024.
- Currently managing a 56,000 sqft office setup project in Sitapura and a 70,000 sqft office setup project in Kankapura

PURCHCASE & PROJECT COODINATORS MANAGER | | FEBUARY 2015 – OCTOBER 2019
COMPANY:- GN BUILDEV PVT LTD

- Key contributor in negotiation, formulation, finalization, Administration of services contracts, evaluation of tenders/Bids, and Pre-contract negotiations.
- Procurement of raw material from national market and International market
- Development of alternative local sources for imported raw materials which helps in cost saving.
- Purchasing machines with improved technology to increase production.
- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
- Liaison with finance department for timely payment of bills.
- Developing reports on procurement and usage of material for top management.
- Effective management of vendor database.
- Vendors on the basis of criteria like cost, quality, timely delivery etc.
- Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
- Timely clearance of payments & handling vendor inquiries.
- Maintaining the stock of material without any variance by conducting stock verification and documentation
- Reviewing technical specifications for raw materials, components, equipment or buildings.
- Drawn up plans for procurement of office utilities in coordination with other functions and initiated procurement activities to achieve overall cost economy
- Responsible for the P&L for assigned cliental by ensuring the no impact at site operations.
- Accomplished vendor management, asset management, and Project co-ordination and handover activities with different organization.

PROJECT DETAILS

- Mahal Aagan, Mahal Road, Jagatpura, Jaipur(Approx. Cost-24 Cr)
- Jaipur National University & Hospital, Jaipur (5 Cr.)
- Gyan Vihar School, Sitapura, Jaipur (3 Cr)
- Matrachya-2, Sikar (15 Cr)
- Shubh Aagan Pushp Vatika, Jaipur (20 Cr)
- Savana Villas , Jaipur(10 Cr,)
- SMS Stadium, Khel Bhawan, Jaipur (20 Cr.)
- JNU Medical Collage Boys and Girls Hostels (5 Cr.)

SR. ACCOUNT EXCUVITVE | | AUGUST 2011 – JANUARY 2015
Company: - GN Constructions

- Prepared bank reconciliations, dealer records, muster rolls, salaries, VAT returns, data entries, day labor work reports, TDS, and managed accounting for creditors and debtors

Education

MASTER IN COMMERNCE IN ECONOMICS | JUNE 2014 | RAJASTHAN UNIVERSITY, JAIPUR

BACHOLER IN COMMERCE| MAY 2011| RAJASTHAN UNIVERSITY, JAIPUR

Skills & Abilities

- Market Research
- Decision-Making
- Excellent interpersonal and communication skills
- Coordination
- Strategic Sourcing
- Energetic
- MS Office
- Financial management

Activities and Interests

Tracking, travel, playing Cricket & Volleyball, watching movie and listening music

Personal Detail

- Father Name:- Sh. Laxman Soni
- Material Status:- Married