



**SURNAME:** Soni  
**FIRST NAME(S):** Anesh  
**DATE OF BIRTH:** 25 April 1971  
**NATIONALITY:** South African  
**GENDER:** Male  
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**EDUCATION & QUALIFICATIONS:**

<i>Institution:</i>	<b>Cambridge International Qualifications</b>
<i>Date Completed:</i>	2020
<i>Degree obtained:</i>	Post Graduate Diploma in Operations and Project Management

<i>Institution:</i>	<b>Association of Certified Chartered Accountants</b>
<i>Date Completed:</i>	2018
<i>Diploma obtained:</i>	Diploma in Accounting and Business

<i>Institution:</i>	<b>Project Management Institution</b>		
<i>Date Certified:</i>	December 2014	<i>Date Expiry</i>	December 2020
<i>Certification obtained:</i>	Project Manager Professional		

**LANGUAGE SKILLS:**

<i>Language</i>	<i>Reading</i>	<i>Speaking</i>	<i>Writing</i>
English	Native	Native	Native
Afrikaans	Good	Good	Good

**SKILLS:****Computer skills:**

Advanced MS-Word/MS-Excel/MS-PowerPoint  
Advanced knowledge of Internet, E-mail;  
Working knowledge of the Basic Accounting System (BAS);  
Working knowledge of SAP

**Business Skills:**

Client liaison;  
Project management;  
Business administration;  
Key accounts management;  
Reporting;  
HR management;  
Operational planning and support;  
Finance and accounting;;  
Facilities Management

**YEARS OF PROFESSIONAL EXPERIENCE: 10**

**Company:** Morar Incorporated

**Country:** South Africa

**Job Title:** Non-Technical Project Manager

**Period:** February 2015 to August 2019

Responsibilities include

- Responsible for IT and telephone support
- Event management for company related events
- Data management on the company virtual private network
- Managing the company printing and copying requirements
- Managing the asset register
- Budget preparation assistance
- Monthly analysis reports for any variances noted
- Labour Relations
- Project Management
- Contract Management
- Facilities Management



- Administrative and clerical support
- Petty cash management
- Prepare purchase orders
- Compute bills and charges
- Keep and update financial records
- Archiving
- Record keeping

**Company:** LIV Clean

**Job Title:** Supervisor

**Country:** South Africa

**Period:** December 2012 – October 2014

Responsibilities include

- Labour Relations
- Event Management
- Stakeholder Management
- Project Management
- Contract Management
- Administrative Duties
- Facilities Management

**Company:** Peglar & Co

**Country:** South Africa

**Job Title:** Administrator

**Period:** February 2011 - November 2012

Responsibilities include

- Labour Relations
- Event Management
- Stakeholder Management
- Project Management
- Contract Management
- Administrative Duties
- SCM
- Budget preparation

**Company:** Bidvest Prestige

**Country:** South Africa

**Job Title:** Supervisor

**Period:** June 20009 – February 2011

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Responsibilities include

- Labour Relations
- Event Management
- Stakeholder Management
- Project Management
- Contract Management
- Administrative Duties
- Facilities Management