

# SAUMIL THAKER

## CONTACT

+91 7777988630  
thakersaumil@gmail.com  
Ahmedabad, Gujarat, India.

## PERSONAL INFO.

Gender : Male  
Date of Birth : 01/11/1998  
Age : 23 years  
Nationality : Indian  
Marital status : Un-married

## EDUCATION

Bachelor of Commerce 2016-2019  
(Gujarat University) : 71%  
H.S.C. 2014-2016 (GSEB) : 66%  
S.S.C. 2013-2014 (GSEB) : 48%

## SKILLS

Skilled multi-tasking  
Internet surfing  
Advance excel  
Complex problem solver  
Innovative  
Service-focused  
Soft skills  
Ms office  
Proficiency in Provident fund

## LANGUAGES

English  
Hindi  
Gujarati  
Portuguese (Learning base)

## HOBBIES

Dance  
Participating in sports  
Reading  
Painting & Drawing

## PROFILE

Knowledge of PF ,ESIC, Professional Tax, Bonus Act and other compliances as well as good at Ms Office and internet surfing.

Achieved different types of certificates while studying.

Always ready to deal with challenges, pressure & passionate about learning of new things & software as it allows me to gain more knowledge.

## EXPERIENCE

**Payroll Clerk** : Oct. 2020 – Jan. 2022 (1 year 4 months)

Shah Associates (Labour Law Consultant) Ahmedabad, Gujarat.

- Dealing with compliances such as ESIC, PF, Factories act and other labour related matters.
- Processing full and final settlement as well as partial withdrawals for employees.
- Managing establishment digital signatures (approving and registering) & payroll management (wage sheet, attendance sheet, PF - ESIC challans).

**Computer Operator** : Jun. 2017 – Sep. 2017 (4 months)

Gayatri Electricals (Govt. Electrical Contractor) Ahmedabad, Gujarat.

- Managing excel sheets, data filling, banking work etc.

## CERTIFICATION

Basic Computer Course (2012) : Grade AB  
Gujarat Knowledge Society

Cambridge placement test (2016) : Grade B1  
By Society for Creation of Opportunity through Proficiency.

## REFERENCE

Pravin Joshi (Mo. 9377240404)

I hereby declare that the given information are true and correct to the best of my knowledge and belief.