**Mrs. Swapnali P. Ghosalkar**

**Address of correspondence:**

* Flat No.101 Sai Sparsh Building 1st Floor Lodhivali Tal-Khalapur Dist-Raigad Maharashtra-410203

**Career Objective:-**

*“*Best utilization of my skill, intelligence and experience for a responsible and rewarding job profile.”

**Academic Qualifications:**

* Completed B.com from KMC College Khopoli , University of Mumbai with 2nd class in the year 2006.

**Current work experience:**

1. Working In **AHURA ENTERPRISE (Franchisee of MERCK Ltd)** 13th May 2008 To Till Date the Details Of works Are Below.

***Position:-***

Payroll HR Executive

***Job Descriptions:-***

* Creating Employee Sap Code In SAP ( XD01 , KEDE )
* Attendance & Leave Management
* Smooth processing of Salary reimbursements
* Collation Of monthly salary inputs such as monthly expenses and Incentives
* Handle Payments for statutory Compliances such as PF ,PT, ESIC and TDS
* Verification and audit of audit of investment proofs submitted by employees
* Facilitate issuance of Form 16
* Preparation of various employee letters for such as Appointment & Offer, Confirmation and relieving etc.
* Calculation of Full and Final Settlement
* Generation of payroll related reports such as Monthly yearly Manpower & Reporting To HO
* Manage Employee queries pertaining to salaries, Reimbursements and tax and ensure timely resolution for the same

**Previous working experience;-**

* Worked with Kandpile Builders as an account assistant in year 2007
* Customer handling,
* Receiving Payments
* Making voucher and challans
* Making entries in muster of material
* Showing Sample Flats

**Computer knowledge**:

* Microsoft office 2003/2007/2010,
* Operating Systems like Microsoft 98/2000/XP/VISTA/Windows7

**Hobbies and Interest:**

* Meeting people and studying human behavior.
* Exploring new places.
* Traveling, Dancing. Singing
* Listening Music, watching T V.
* **Personal Details**
* **Date of birth:** 13th May 1985
* **Languages Known:** English, Hindi, Marathi
* **Email:** swapnal.1305@gmail.com
* **Contact No.**: 9970062909

Place:

Date:

Signature

Mrs. Swapnali Pandurang Ghosalkar