

Step 1 : **ABOUT**

keka | Gseap Infotech Pvt Ltd | Search Employees in Active DB | Apply Leave | Attendance Approval

Sanjukta Anant Keluskar | **PLEASE WAIT 10 SECONDS**

Assistant Manager-HR | **sanjukta.keluskar@gseap.com** | **9833806374** | **Navi Mumbai** | **# Q0069**

BUSINESS UNIT | **DEPARTMENT** | **REPORTING MANAGER** | **DOTTED LINE MANAGER**
GSEAP INFOTECH PVT. | **Human Resource** | **Suraj Kagar** | **Vikas Petha**

ABOUT | PROFILE | JOB | DOCUMENTS | ASSETS

Summary | Timeline | Web Activity

About

PGDMMBA in HR
 Masters in Marketing Management
 Certified Level 1 & 2 Reiki Healer

5 years of demonstrative work experience in the profile of HR & Admin. Majority in HR Generalist and Operations role. Industry worked is for startup and cyber security.

Specialized in: Recruitments / IT / Cybersecurity / WFT / ISO Information System Auditor / Certified Accountants / Financial BFSI Segment (Startup)

Step 2: **PROFILE**

keka | Gseap Infotech Pvt Ltd | Search Employees in Active DB | Apply Leave | Attendance Approval

Sanjukta Anant Keluskar | **PLEASE WAIT 10 SECONDS**

Assistant Manager-HR | **sanjukta.keluskar@gseap.com** | **9833806374** | **Navi Mumbai** | **# Q0069**

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GSEAP INFOTECH PVT. | **Human Resource** | **Suraj Kagar** | **Vikas Petha**

ABOUT | **PROFILE** | JOB | DOCUMENTS | ASSETS

Primary Details | **Contact Details**

Primary Details		Contact Details	
FIRST NAME Sanjukta	MIDDLE NAME Anant	WORK EMAIL sanjukta.keluskar@gseap.com	PERSONAL EMAIL keluskarSanjukta0503@gmail.com
LAST NAME Keluskar	DISPLAY NAME Sanjukta Anant Keluskar	MOBILE PHONE 9833806374	WORK PHONE 9833806374
GENDER Female	DATE OF BIRTH 05 Sept, 1993	RESIDENCE PHONE 2231956533	SKYPE -Not Set-
MARITAL STATUS Single	BLOOD GROUP -Not Set-	EMERGENCY CONTACT PERSON NAME Anant Keluskar	EMERGENCY CONTACT PERSON NUMBER 9820063789

Step 3: **Job**

The screenshot shows the Keka HR system interface for an employee profile. The header includes the Keka logo, company name 'Qseap Infotech Pvt Ltd', a search bar, and the user's name 'Sanjukta Anant Keluskar' with a profile picture. The left sidebar contains navigation icons for Home, Me, Info, My Team, My Resources, Org, Hire, Time Attend, and Payroll. The main content area displays the employee's profile information, including a photo, name, email, phone number, and location. Below this, there are tabs for ABOUT, PROFILE, DOCUMENTS, and ASSETS. The 'Job Details' section shows employee number Q0665, date of joining 01 Feb. 2024, job title - primary Assistant Manager-HR, job title - secondary Not Set, in probation No (01 Feb. 2024 - 01 May 2024), notice period Default Notice Period (90 Days), worker type Permanent, and time type Full Time. The 'Organization' section shows business unit QSEAP INFOTECH PVT LTD - SR, department Human Resource, location Navi Mumbai, and cost center Not Set.

Employee Profile:

- Name:** Sanjukta Anant Keluskar
- Assistant Manager-HR**
- Email:** sanjukta.keluskar@qseap.com
- Phone:** 9833806374
- Location:** Navi Mumbai
- ID:** Q0665

Job Details:

- Employee Number:** Q0665
- Date of Joining:** 01 Feb. 2024
- Job Title - Primary:** Assistant Manager-HR
- Job Title - Secondary:** Not Set
- In Probation:** No (01 Feb. 2024 - 01 May 2024)
Default Probation Policy
- Notice Period:** Default Notice Period (90 Days)
- Worker Type:** Permanent
- Time Type:** Full Time

Organization:

- Business Unit:** QSEAP INFOTECH PVT LTD - SR
- Department:** Human Resource
- Location:** Navi Mumbai
- Cost Center:** Not Set

Step 4: **Documents**

1. **Previous Experience**

The screenshot shows the 'Employee Documents' page in the Keka HR system. The header is the same as the previous page. The left sidebar is the same. The main content area is titled 'Employee Documents' and shows a notification '1 document(s) require upload'. Below this, there are 'EMPLOYEE DOCUMENT FOLDERS' with icons and counts: 'Previous Experience' (3 documents), 'Identity' (5 documents), and 'Form_16' (1 document). The 'Previous Experience' folder is selected. The 'Previous Experience' section shows a description: 'Previous experience documents are required to know necessary details about an employee's previous work experience.' and a security note: 'Only selected people can view this information.' Below this, there is an 'Experience Letter' section with a table of details.

Employee Documents

1 document(s) require upload

EMPLOYEE DOCUMENT FOLDERS

- Previous Experience (3 documents)
- Identity (5 documents)
- Form_16 (1 document)

Previous Experience

Previous experience documents are required to know necessary details about an employee's previous work experience.

Only selected people can view this information

Experience Letter

COMPANY NAME	JOB TITLE	DATE OF JOINING
Kocher Consultants Pvt Ltd	Manager HR & Admin	12 Oct. 2020
DATE OF RELIEF	LOCATION	DESCRIPTION
31 Jan. 2024	Mumbai	Worked as a HR & Admin Manager
REFERENCE NAME	REFERENCE NUMBER	REFERENCE EMAIL ID
CA Piyush Kocher	9819845198	piyush@kocherconsultants.com
REFERENCE DESIGNATION		
Director		

2. Identity

a. Aadhaar card

keka

Qseap Infotech Pvt. Ltd.

Search employees or actions (By Apply Leave, Attendance Approvals)

Sanjukta Anant Kekuskar

Me

Work

My Team

My Financials

Org

Home

Time Attend

Payroll

Apps

Employee Documents

1 Document(s) require upload

EMPLOYEE DOCUMENT FOLDERS

Previous Experience3 documents

Identity6 documents

Form_161 document

Employee Letters0 documents

Identity

An identity document is used to verify aspects of a person's personal identity in the locations specified below. A work permit is any document which verifies if a person is authorized to work in the locations specified below

SECURE

Only selected people can view this information

Aadhaar Card

1 File(s)VERIFIED

AADHAAR NUMBER	ENROLLMENT NUMBER	DATE OF BIRTH	NAME
*****	967727850031	05 Sept, 1993	Sanjukta Kekuskar
ADDRESS	SEX		
Flat No 201, C Wing, ...	Female		

Pan Card

1 File(s)VERIFIED

b. Pan card

keka

Qseap Infotech Pvt. Ltd.

Search employees or actions (By Apply Leave, Attendance Approvals)

Sanjukta Anant Kekuskar

Me

Work

My Team

My Financials

Org

Home

Time Attend

Payroll

Apps

Employee Documents

1 Document(s) require upload

EMPLOYEE DOCUMENT FOLDERS

Previous Experience3 documents

Identity6 documents

Form_161 document

Employee Letters0 documents

Pan Card

1 File(s)VERIFIED

PERMANENT ACCOUNT...	NAME	DATE OF BIRTH	PARENT'S NAME
*****	SANJUKTA ANANT ...	05 Sept, 1993	ANANT RAMCHAN...

Voter Id Card

1 File(s)VERIFIED

VOTER ID NUMBER	NAME	PARENT'S / SPOUSE'S NAME	SEX
50K4696720	Sanjukta Anant ...	Anant Kekuskar	Male
DATE OF BIRTH	ADDRESS	ISSUED ON	
05 Sept, 1993	8-597, Abhodaya ...	20 Jan, 2014	

Driving License

1 File(s)VERIFIED

LICENSE NUMBER	NAME	DATE OF BIRTH	BLOOD GROUP
201007049	Sanjukta Kekuskar	05 Sept, 1993	A-positive (A+)
FATHER'S NAME	ISSUE DATE	EXPIRES ON	ADDRESS
Anant	02 Nov 2011	01 Nov 2031	8/597

c. Passport

keka

Qseap Infotech Pvt Ltd

Search employees or actions (Ex: Apply Leave, Attendance Approval)

Sanjay Anant Keluskar

Me

Info

My Team

My Resources

Org

Home

Time Sheet

Payroll

Apps

EMPLOYEE DOCUMENT FOLDERS

Previous Experience
3 documents

Identity
2 documents

Form_16
1 document

Employee Letters
0 documents

USIDYLE NUMBER
20M0070459

NAME
Sanjaya
Keluskar

DATE OF BIRTH
05 Sept,
1993

BLOOD GROUP
A-positive
(A+)

FATHER'S NAME
Anant
Keluskar

ISSUE DATE
02 Nov, 2019

EXPIRES ON
01 Nov, 2031

ADDRESS
8759T,
Abhodaya ...

Passport

1 file

Rejected

Rejection Reason

Need both sides copies to be attached

COUNTRY CODE
IN

PASSPORT TYPE
Regular

PASSPORT NUMBER
UN620582

DATE OF BIRTH
05 Sept,
1993

NAME
Sanjaya
Keluskar

GENDER
Female

DATE OF ISSUE
28 Nov, 2019

PLACE OF ISSUE
Mumbai

PLACE OF BIRTH
Mumbai

EXPIRES ON
27 Nov,
2029

ADDRESS
8759T,
Abhodaya ...

3. Degrees & Certificates

keka

Qseap Infotech Pvt Ltd

Search employees or actions (Ex: Apply Leave, Attendance Approval)

Sanjay Anant Keluskar

Me

Info

My Team

My Resources

Org

Home

Time Sheet

Payroll

Apps

BUSINESS UNIT
QSEAP INFOTECH PVT ...

DEPARTMENT
Human Resource

REPORTING MANAGER
Sant kapti

DOTTED LINE MANAGER
Vikas Pethar

ABOUT

PROFILE

JOB

DOCUMENTS

ASSETS

Employee Documents

1 document(s) require upload

EMPLOYEE DOCUMENT FOLDERS

Degrees & Certificates
3 documents

Resume
1 document

Certifications
1 document

Documents

Degrees & Certificates

This section contains details about all the Degrees & Certificates of an employee. Upload Passing certificate along with final year marksheet for degree.

Only selected people can view this information

Degrees & Certificates

1 file

Uploaded

DEGREE
PGDM

BRANCH / SPECIALIZATION
HR

YEAR OF JOINING
01 Sept, 2018

YEAR OF COMPLETION
01 Mar, 2019

SCORE / PERCENTAGE
61

UNIVERSITY / COLLEGE
Welingkar Institute of Management Development & Research

4. Resume

The screenshot displays the Keka HR system interface for Sanjukta Anant Keluskar, an Assistant Manager-HR at Qseap Infotech Pvt Ltd. The user's profile is visible at the top, including contact information and reporting managers. The 'Employee Documents' section is active, showing a list of document folders: Degrees & Certificates (3 documents), Resume (1 document), and Certifications (1 document). The 'Resume' document is selected, showing a preview of the resume content, which includes 'Total experience: 5 years of experience in HR & Admin'. A notification at the top left indicates that 1 document(s) require upload.

5. Certificates

The screenshot displays the Keka HR system interface for Sanjukta Anant Keluskar, an Assistant Manager-HR at Qseap Infotech Pvt Ltd. The user's profile is visible at the top, including contact information and reporting managers. The 'Employee Documents' section is active, showing a list of document folders: Degrees & Certificates (3 documents), Resume (1 document), and Certifications (1 document). The 'Certifications' document is selected, showing a preview of the certification content, which includes 'CEH, CCNA, ISO, OSCP'. A notification at the top left indicates that 1 document(s) require upload.

6. Signature

The screenshot shows the Keka HR system interface for user Sanjukta Anant Keluskar. The profile card at the top includes her name, title 'Assistant Manager-HR', email 'sanjukta.keluskar@qseap.com', phone '9833808274', location 'Navi Mumbai', and ID 'Q0565'. Below this, it lists her business unit 'QSEAP INFOTECH PVT ...', department 'Human Resource', reporting manager 'Santosh', and dotted line manager 'Vikas Potte'. The 'Employee Documents' section features a 'Signatures' card with a note that signatures can be used to digitally sign documents. A sidebar on the left lists document folders: '3 documents' (total), 'Resume' (1 document), and 'Certifications' (1 document). A red notification banner at the top of the sidebar states '1 document(s) require upload'.

7. Previous Experience

This screenshot displays the 'Previous Experience' section of the Keka HR system for Sanjukta Anant Keluskar. The 'Employee Documents' sidebar now shows '5 documents' (total), with 'Previous Experience' (3 documents), 'Identity' (3 documents), and 'Form_16' (1 document). The 'Previous Experience' card explains that these documents are required for necessary details and are marked as 'SECURE', meaning only selected people can view the information. Below this, an 'Experience Letter' is shown with a '1 file(s)' indicator and a 'REMOVED' status. The letter details her previous role at Kochar Consultants Pvt Ltd as a Manager HR & Admin, starting on 12 Oct, 2020, and ending on 31 Jan, 2024. The letter is signed by CA Piyush Kochhar, Director, with reference number 9819845108 and email piyush@kocharconsultants.com.

COMPANY NAME	JOB TITLE	DATE OF JOINING
Kochar Consultants Pvt Ltd	Manager HR & Admin	12 Oct, 2020

DATE OF RELIEVING	LOCATION	DESCRIPTION
31 Jan, 2024	Mumbai	Worked as a HR & Admin Manager

REFERENCE NAME	REFERENCE NUMBER	REFERENCE EMAIL ID
CA Piyush Kochhar	9819845108	piyush@kocharconsultants.com

REFERENCE DESIGNATION: Director

8. Performance Reviews

The screenshot displays the Keka HR software interface for Qseap Infotech Pvt. Ltd. The top navigation bar includes the Keka logo, company name, a search bar for employees or actions, and the user profile of Sanjivita Anant Kulkarni. A sidebar on the left lists various HR functions: Inbox, My Team, My Resources, Org, Hire, Time Absent, Payroll, and Report. A central panel titled 'EMPLOYEE DOCUMENT FOLDERS' lists 'Performance Reviews' (5 documents), 'Previous Experience' (3 documents), 'Identity' (3 documents), and 'Form_16'. A red notification banner at the top left of this panel states '1 document(s) require upload'. The main content area is titled 'Performance Reviews' and explains that these reviews update an employee's time-to-time performance, allowing employers to add comments. It features a 'SECURE' lock icon and a note that 'Only selected people can view this information'. Below this, there are three sections for adding details: 'Confirmation', 'Increment', and 'Increment 1', each with an '+Add details' button.

keka Qseap Infotech Pvt. Ltd. Search employees or actions (E.g. Apply Leave, Attendance Approval) Sanjivita Anant Kulkarni

1 document(s) require upload

EMPLOYEE DOCUMENT FOLDERS

- Performance Reviews**
5 documents
- Previous Experience**
3 documents
- Identity**
3 documents
- Form_16**

Performance Reviews
Performance reviews are updates on an employee's time to time performance, the employer can add comments regarding employee's work.

SECURE
Only selected people can view this information

Confirmation

+Add details

Increment

+Add details

Increment 1