

**NAME: - SHWETA KISHOR PATIL**

**MOB: - 9545644713**

**ADDRESS: -KARAD**

**E-MAIL: - [shwetakpatil98@gmail.com](mailto:shwetakpatil98@gmail.com)**

### **CAREER OBJECTIVE**

I aim to hold a reputable and challenging position in the corporate world by utilizing my knowledge skills, and smart work, which will open the door of growth and development for the company as well as myself.

### **EDUCATION**

- **Master Of Business Administration (HR & IT)**

Yashwantrao Mohite Institute of management, karad. (Bharati Vidyapeeth Pune)

Year Of Passing: - 2023 karad, satara, Maharashtra

Achieved 90.53% Destination

- **Bachelor Of Science (B.SC -Chemistry)**

Sadguru Ghagade Maharaj college, Karad. (Shivaji university Kolhapur)

Year Of Passing: - 2020 karad, satara, Maharashtra.

Achieved 63.58% First Class

- **Higher secondary School Certificate**

K. B. Patil Junior College Dhebewadi, Patan. (Shivaji university Kolhapur)

Year Of Passing: - 2018 Dhebewadi, Patan, satara, Maharashtra.

Achieved 62.00%First Class

- **Secondary School Certificate**

K. B. Patil Vidyalaya Dhebewadi (Shivaji university Kolhapur)

Year Of Passing: -2016

Achieved 70.80% First class with Destination

### **PROJECT DETALIS**

**Name: - A Study of Employee Absenteeism.**

**Company Name: - Koyana Sahakari Dudhi Utpak Prakriya Sangh, Ltd.**

**Sample Size: - 50 Days**

**My Role: -** organization should be providing, canteen, restroom, transportation, facilities. The organization should minimize the work pressure problem like forced to do work, improper environment and strict supervision. The organization should provide proper moral at workplace and also safety environment to reduce absenteeism through proper counselling. After the "A Study of Employee Absenteeism" with special reference to - Koyana Sahakari Dudhi Utpak Prakriya Sangh, Ltd. it is conclude that absenteeism can be controlled and reduced to great extent if the worker is committed & are supported by all level of management.

## **WORK EXPERIENCE**

**O/E/N India Limited. At. Chakan, Pune.**

**Designation:** - HR & admin Executive

**Duration:** - 3 September 2023 till Present.

**Role & Responsibilities:** -

- **End To End Recruitment**  
Assisted In The recruitment process, including job posting & opening scheduling interview, all joining formalities, documentation, induction & orientation Providing ID Cards.
- **Daily Attendances management**  
New enrolment management, Attendances, leave & over time management.
- **Statutory Management**  
PF Handling PF Portal, PF registration  
ESIC New employees ESIC registration, Solving Employees ESIC related Issue.  
Working on LWF Payment.  
PT Deduction.  
Bonus Calculation
- **Transportation management & canteen Management**  
Maintaining Transport deduction, Canteen deduction in Payroll management. HRMS System  
Solving employee Transportation related issue.  
Solving Employees canteen related issue.
- **Employee Engagement Activities.**  
Conducting employee's engagement programs.
- **POSH (Prevention of Sexual Harassment)** Training & documentation management.
- All HR Letters & HR Policies.
- **Vender management** (PR, RFQ & PO through SAP System)

**Vardhan's India Facilities Pvt, Ltd. At. Rahatani, Pune.**

**Designation:** - HR Executive

**Duration:** - 21<sup>st</sup> May 2023 To 30 August 2023

**Role & Responsibilities:** -

- End To End Recruitment (Joining Formalities, Documentation, induction & orientation)
- Daily Attendance's management & Leave management.
- Payroll Management.
- Statutory Compliances PF, ESIC, & PT
- Vender Management.

## **SKILL HIGHLIGHTS**

- Computer knowledge
- MS office, Advance MS Excel, HRMS system
- SAP Software.

## **STRENGTHS**

- Good Team worker
- Good management Skills.
- Good Presentation Skills.

**PERSONAL DETALIS**

**Name:** - Shweta Kishor Patil

**Date Of Birth:** - 7/June/2000

**Marital status:** - Unmarried

**Languages:** - English, Marathi, Hindi.

**Permanent address:** - At/Post: - Dhebewadi Tal- Patan, Dist- Satara Pin-415112.

**DECLARATION**

**I hereby declare that all the particular gives above are true to the best of My knowledge and belief.**

**Signature**

**Shweta Kishor Patil.**