

CURRICULUM-VITAL

Rachna Pundeer

H.NO. 65 MBR Enclave, Pochanpur,
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Career Objective.

To gain long term employment with a company that is on or looking to be on the cutting edge, a company that puts values on people, Services, and the products they are promoting. Honest and ethical.

Diploma of E-Accounting (Quick ERP Technologies)

- **Software:** Tally ERP 9,
- **Advance Computer Course:** Basic and advance Excel

Academe Qualification.

- M.com Post Graduated from IGNOU.
- B.com Graduated from Delhi University.
- Completed 12th with Commerce stream.
- Completed 10th from CBSE Board New Delhi.

Current working

- Working with M/S. Talforce Services Private limited as an Executive Human Resources,

Job profile

- Maintained up-to-date knowledge of relevant laws and regulations regarding wage and hour compliance.
- Processed payroll for over 500 employees bi-weekly, ensuring accuracy of pay and deductions.
- PF& ESIC Challan Monthly
- Solved complex problems related to payroll processing quickly and efficiently.
- Prepared or maintained employment records using PAYPAC software.
- Monitored attendance records to ensure compliance with company policies.
- Calculated wages, including overtime, bonuses, and deductions.
- Quarterly Employment Exchange Return
- IW Return, Annual Return under Labour Law
- Organized onboarding activities for new hires including orientations, paperwork, and introductions.
- Monthly LWF

Remuneration

- Currently Drawing CTC Rs.6 LAC Per Annum.

Interest & Hobbies

- Establish myself in a reputable position in Human Resources.
- Passionate about reading, learning new things, and exploring HR trends.

Strengths

- Payroll processing & compliance
- Advanced computer skills: Tally ERP, PAYPAC, MS Excel
- Knowledge of labour laws (PF, ESIC, IW Return, etc.)
- Excellent communication and team-building skills
- Strong analytical and problem-solving abilities

Personal Details

Date of Birth	:	22-Nov-1998
Gender	:	Female
Languages Known	:	English and Hindi
Marital status	:	Unmarried

Declaration

I hereby declare that above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned.

Place: New Delhi
Date:

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(Rachna Pundeer)