



Curriculum vitae

MRS. SHEETAL SURE

“Shreedarshan” Survey No.61/5A/6
Sainagar, Shrikrishna Colony,
Near Sukhsagarnagar
Kondhwa Budruk Pune- 4110 48
Tel No – 8390050986/7722006080

CAREER OBJECTIVE:

To obtain a challenging job in HR field and to work for a progressive organization offering the opportunity to fully utilize my skills gained through experience.

PROFESSIONAL EXPERIENCE

From December'2002 To June 2023

Swarovski India Private Limited- Ranjangaon.

Designation: Assistant HR

Job Profile:

- Looking all the matter of Provident Fund and Insurance Policies (All Admin Related)
- Looking the matter of Transportation for all employees.
- Appropriate decision making on day-to-day Admin Matters and handling admin bills.
- Employment Exchange Correspondence
- Employee Evaluation.
- Legal Matter (Handling Enquiries)

Key Result Areas Human Resource Planning:

- Analyzing of manpower requirement

Recruitment and Selection:

- Sourcing candidates by EPP (Employment Promotion Programme (Govt.Scheme), and coordinating with contractors and internal references, coordinating with candidates and line managers regarding recruitment requisition, conducting interviews.

Joining Formalities & Induction:

- Taking care of the joining formalities and maintaining the personal files maintaining employee databases both in soft copy and file management.

Time Office & Payroll Management:

- Time office Functions (Attendance Leave Record Etc.)
- Handling payroll of more than 500 employees independently.

- Maintaining daily attendance and leave records, necessary for processing payrolls of employees.
- Scheduling Exit Interviews, completing their full & final settlement.
- Handling the queries related to Full & Final settlement of salary.
- Looking the Contractor Record, Wages, Etc.
- Security Record Checking, General Administration, Housekeeping.

Management Information System (MIS) :

- Generating different types of Monthly MIS report like Attendance report, Leave Status report & Payroll Structure for every month.

Statutory Compliances:

- Ensuring 100% compliance with Statutory Regulations like,
- Monthly Return – Under Factories Act, PF Act, PT, etc.
- Quarterly Return - Employment exchange ER I & ER II, (Bi-Annually) MLWF returns.
- To Keep track on six monthly DA as per Minimum Wages Act,
-Annual Return- Maternity return, Contract Labour Act, Payment of Bonus Act, Annual Return under Factory Act, MRTU Pulp Act. (All Statutory Compliances).
- Updated Registers- Maternity Benefits register, Contract Register, Accident register under Factory Act 1948. National Sample Survey.

Employee Grievances:

- Assisting employees in sorting their issues related to work environment, employment relations, HR regulations, performance reviews, attendance and payroll.

Handling Audit : SA8000

Key Competencies :

- Possitive attitude
- Team work
- Patience
- Flexibility

Interests :

- Listening Music

ACADEMIC QUALIFICATION

- | | |
|----------|-----------------|
| ● PGDHRM | Appear |
| ● BA | Higher II Class |
| ● HSC | II Class |
| ● SSC | II Class. |

COMPUTER KNOWLEDGE: Well Conversant with Microsoft Office.

PERSONAL INFORMATION:

Name:	Sheetal Sure
Date of Birth:	16/08/1979
Marital Status:	Married
Age:	45 yrs
Languages Known:	English, Hindi and Marathi.