

# AKANKSHA SWAPNIL LOKHANDE

Plot no.13 A /01, Laxmi Niwas 4th Floor Room No 402 sarsole Village  
sec 6 Nerul W Navi Mumbai -400 706  
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## Objective

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To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective?

## Experience

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- Sayali enterprises** 10-05-2014 - 31-10-2015  
HR Assistant  
Scheduling interviews, meetings and other HR events. Coordinating seminars and meetings. Maintaining the record of every employee. Processing payroll and solving payroll related problems. Completing termination paperwork and conducting interviews. Producing and submitting reports related to the salary of employees.
- Certified auditor and tax consultant(Internship)** 01-04-2016 - 31-10-2016  
Accountant  
Record, collect, analyse, and report on financial data. the financial records compiled by bookkeepers to prepare financial statements and reports, and to perform financial analysis .
- Surya Child And Mother Hospital** 04-05-2019 - 13-02-2020  
Front office executive  
A front office executive is responsible for attending the incoming calls, responding to them and transferring the call to the appropriate department. Scheduling the appointments at the correct time and with the correct doctor. Listening to clients and communicating in a positive and confident manner with those over the phone or clients in the reception area. Handling billing and detailing client invoices. Collecting payment to ensure the practice turns a profit so everyone gets paid. Copying, faxing and emailing documents between clinics, hospitals, and patients.
- Richnheal Trade Pvt Ltd** 01-03-2020 - 01-07-2020  
Admin executive  
Manage office supplies stock and place orders. Prepare regular reports on expenses and office budgets. Maintain and update company databases. Organize a filing system for important and confidential company documents. Answer queries by employees and clients. Update office policies as needed.
- Ganesh Agency** 21-08-2020 - 31-01-2021  
Accountant  
Maintaining stock, to create purchase and sales order, prepare financial statements and reports, and to perform financial analysis.
- Cool point refrigeration** 01-02-2021 - 01-07-2021  
Account Executive  
Accounting management -Updating Sales and purchase invoices,dealing with other clients/dealer. Using also tally erp9, and bizplus CRM Software. presenting daily report in a week, administration management-maintain petty cash, billing of daily basis. sales development -analysis of sales in a daily basis. Indiamart, just dial customers how many calls done in a day from salesman and Take data from them and analysis. Reporting to the manager of Organization. Human resource management-I working on payroll, I am doing employee's salary in the company. Maintain the attendance sheet of cool point refrigeration.
- Paysquare Consultancy Ltd** 19-07-2021 - 31-05-2022  
Payroll Associate  
Ensuring the timelines are met as per Payroll Calendar /SLA. Ensuring 100% accuracy in all payroll activities and the statutory compliance are met within specified timelines. Proactive communication (Internal/External) in case of any issues/concerns. Handling end to end Payroll processing activity. Other business and adhoc activities.
- Property pistol reality pvt ltd** 20-06-2022 - Till date  
Account Executive  
Handle All over Payroll activity on Excel sheet Manually working for Location India, Dubai, Qatar and Enrichr Company. Preparation Salary slip for over all Location, Daily basis Full and Final settlement, Working on monthly Incentive of Sales team, Prepare Appraisal and Promotion Letter, Working on PF,Esic, PT,Bonus, gratuity etc,Working on TDS on Salary, handle 2000 headcount of employees. Prepare monthwise new joinee sheet and prepare salary sheet, Attendance.

## Education

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- **Shivbhumi vidhyalaya and Jr. Collage** 2010  
SSC  
62
- **Shivbhumi vidhyalaya and Jr. Collage** 2012  
HSC  
65.50
- **D. Y. Patil Art, Commerce and Science collage Akurdi pune** 2015  
BBA-HR  
67
- **S. B. Patil Institute of Management** 2017  
MBA- Finance  
69.50

## Skills

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- Personal Ability :-Able to work independently and withTheTeam Hard Working,Goal Oriented,Adoptive and supportive nature, Fast Learning Capacity.
- Working on below software 1. Precision 2. Spine 3. HRMS 4. Tally Prime

## Projects

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- **Health, Safety and welfare for employees**  
Industrial safety or employee safety refers to the protection of the employees from the danger of industrial accidents. Welfare includes anything that is done for the comfort and improvement of employees and is provided over and above the wages. Welfare helps in keeping the morale and motivation of the employees high.
- **Income tax planning in india**  
In India, there are a number of tax saving options for all taxpayers. These options allow for a wide range of exemptions and deductions that help in limiting the overall tax liability. The deductions are available from Sections 80C through to 80U and can be claimed by eligible taxpayers.

## Achievements & Awards

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- 1. IRDA Certified 2. Tally ERP9 & Tally Prime 3. Spot award in paysquare

## Interests

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- Reading, Traveling, Listening to Music, Playing chess.

## Activities

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- Watching Documentaries and sports over the weekends Gardening on terrace the weekends.

## Languages

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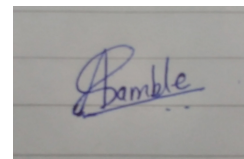
- English, Marathi, Hindi

## Additional Information

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Date of birth - 21/08/1995

Marital Status - Married



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