



### CAREER OBJECTIVE:

"Objective is to seek a competitive and challenging environment where I can serve the organization and establish an enjoyable career for myself to grow with the organization".

### CONTACT

PHONE:  
9606220323

EMAIL:  
madhuragarge1412@gmail.com

### HOBBIES

Listening Music

Cooking

### SKILLS

Team Work

Multi-Tasking

Communication

Passion Learn new things

### LANGUAGES

English  
Hindi  
Kannada  
Marathi

# MADHURA

## HR Executive

### EDUCATION

---

#### **B.com**

Sir M V Arts & Commerce college Bhadravathi (T), Affiliated to Kuvempu University Shivamogga. Completed 2017 with 59%.

#### **MBA (Marketing and HR)**

Prerana Education Society Institute of Technology & Management Shivamogga. Affiliated to VTU, Belagavi. Completed 2017-2019 With 60%.

### WORK EXPERIENCE

---

#### **ThinkPad Infotech – HR Recruitment**

2021-2022

Identify recruitment needs, Prepare Job description, Sourcing candidates, Screen and evaluate candidates. Scheduling interview. Job Portals Naukri, Apana.

#### **Shri Krishna HR Services – HR Executive**

2022 – 2023

Oversaw payrolls, Application in statutory compliance. Compliance under EPFO/ESIC, Labour Law Act. Preparation of monthly challans, claim process.

#### **Bhavani Industries - HR Executive**

2023 – Till Date

Managing Employee Records Onboarding. Implementation of HR Policies & Procedures. Statutory related works, Attendance, Payroll, Compliance, and Admin work.

### SKILLS

---

MS Excel  
Microsoft Word  
Tally ERP 9.0