

# **RESUME**

**Mrs. Hemangi Lalit Khachane**

Kunal Park Society, Flat no 8,  
Near Sawant petrol pump,  
Vishrantwadi, Pune.

**Mobile No:** 7972887400

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## **CAREER OBJECTIVE:**

To work in association with professional groups who offer me the opportunity for career advancement and professional growth.

## **PROFESSIONAL EXPERIENCE**

### **Job Profile**

<b>Company Name</b>	: Vigilance Management And Personnel Services
<b>Designation</b>	: Hr. Executive and Admin
<b>Duration</b>	: 12 <sup>th</sup> Feb 2015 to 3 <sup>rd</sup> November 2024
<b>Experience</b>	: 9 years
<b>Last CTC</b>	: 3 LPA

Currently worked with VMPS, the company supplies manpower to Industries

- My Role – My role here is to create a salary sheet, maintain the records of the employee.
  - Maintains the statutory compliance like PF, ESIC and PT
  - Making salary Sheet and salary slip for employees every month.
  - Maintains the MIS reports to every individual industry.
  - Quotation making based on the company expectation.
  - Grievance handling from employees regarding their salary issues.
  - Making Invoice for payment and maintain the records.
  - Processing expenses and overtime claims.
  - Making salary transfer sheet to banks for employee's salary.
  - Bonus and Overtime calculation and maintains.
  - Completing joining formalities for new candidates
  - Maintaining compliance register like wage register, accident register, overtime register, advance register & etc.
  - Preparing CTC for new joiners as per company requirement.
  - Maintaining Petty cash and expenses records.
  - Preparing GST data monthly and handling GST portal.

**EDUCATIONAL QUALIFICATION:**

Name of Examination	Board/University	Class
S.S.C	Mumbai Board	Second
H.S.C.	Nashik Board	Second
BSC (Computer)	North Maharashtra university	Second
MCA (Master of Computer Application)	North Maharashtra university	Second

**CERTIFICATION:**

Trained & Certified in SAP SuccessFactors Employee Central

**TECHNICAL SKILL HIGHLIGHTS:**

- HCM Cloud Application : SuccessFactors Employee Central
- Operating system : Windows
- MS Office (Basics) : Excel, Word, PowerPoint, Outlook

**HOBBIES:**

- Listening to Music
- Travelling & Visiting New place

**PERSONAL DETAILS:**

Date of birth : 30<sup>th</sup> June 1987  
Sex : Female  
Nationality : Indian  
Marital status : Married  
Languages known : English, Marathi, Hindi.  
Personal strengths : Positive attitude, innovative & ambitious,  
Quick Learning & Good Understanding.

I, hereby assure that the information given above is correct and to the best of my knowledge.

**Date:**

Hemangi Khachane