

## BHAVIKA SAGAR THAKUR

Address: Thakur House, Mahul Road, Near Hanuman Mandir, Chembur, Mumbai,

Maharashtra Pin Code- 400074.

Mobile: +91-8451924472

Marital Status – Married

Language – English, Hindi & Marathi.

E-mail: - [bhavikapatil87@gmail.com](mailto:bhavikapatil87@gmail.com)

Date of Birth – 28<sup>th</sup> January 1987

## CAREER OBJECTIVE

Aspire to excel in all aspects of the HR profession. Keenly interested in pursuing a career that requires academic or practical knowledge towards HR profession. I like to utilize my current knowledge and acquire new skills to contribute to the growth of the Organization.

## EDUCATIONAL QUALIFICATION

Institute / Board	University	Percentage
Diploma In Labor Laws & Labor welfare (DLL & LW)	Mumbai University	59%
Bachelor In Management Studies	Mumbai University	60%
Higher Secondary Class	Mumbai University	67%
Secondary School	Mumbai University	61.46%

## PROFESSIONAL QUALIFICATION

### KARAN HR ACADEMY (ADVANCE PRACTICAL TRAINING)

**AREAS COVERED: Online Course 30 Days from Bangalore. (August 2024)**

1. PF / ESIC (New ID Creation Challan Generation)
2. Bonus Calculation.
3. Payroll.
4. Gratuity Calculation.
5. FNF Calculation.

## WORK EXPERIENCE:

### M/S J K Star Private Limited

**Designation: HR Manager**

**Duration** : 01<sup>st</sup> February 2023 to till date

**Location** : BKC (Bandra Kurla Complex), Mumbai

#### Key Responsibility Includes:

- Payroll (Spine Software) Almost for 500+ Employees, Attendance Management (ESSL)
- Recruitment (Nauri Portal, Consultancy Reference & Employee Reference)
- Preparation of Policy (Attendance, Leave, Retention, Travel & Other)
- Event Management.
- Full & Final Settlement.
- Drafting & Issuing Letters. (Appointment Letters, Confirmation Letters)
- Compliances (PF, ESIC, MLWF, Gratuity, TDS Calculation)
- Grievance Handling (Problem Solving).
- Joining to Complete Exit formalities (Complete Employees Life Cycle).

## **M/S Shimera Lighting Private Limited**

**Designation :** Senior Executive HR

**Duration :** 27th March 2023 to 25th January 2024.

**Location :** Parel, Mumbai

### **Key Responsibility Includes:**

- Payroll (Spine Software) Almost for 50+ Employees, Attendance Management (ESSL)
- Recruitment (Nauri Portal)
- Preparation of Policy (Attendance, Leave, Retention, Travel)
- Full & Final Settlement.
- Drafting & Issuing Letters. (Appointment Letters)
- Compliances (PF, ESIC, MLWF, Gratuity)
- Grievance Handling (Problem Solving).
- Joining to Complete Exit formalities (Complete Employees Life Cycle).

## **M/S V R Medicare Private Limited (Zen Hospital)**

**Designation :** Executive HR

**Duration :** October 2019 to July 2022.

**Location :** Chembur, Mumbai

### **Key Responsibility Includes:**

- Payroll (Spine Software) Almost for 200+ Employees, Attendance Management (ESSL)
- Recruitment (Consultancies)
- Full & Final Settlement.
- Drafting & Issuing Letters. (Appointment Letters)
- Compliances (PF, ESIC, MLWF, Gratuity)
- Grievance Handling (Problem Solving).
- Joining to Complete Exit formalities (Complete Employees Life Cycle)
- Hostel Management. (Co-ordination with related duties & Responsibilities)

## **M/S Jindal Pipes Limited**

**Designation :** Executive HR

**Duration :** 29<sup>th</sup> October 2018 to 04<sup>th</sup> July 2019. (On Contract)

**Location :** BKC, Mumbai

### **Key Responsibility Includes:**

- Full & Final Settlement.
- Drafting & Issuing Letters. (Appointment Letters)
- Joining to Complete Exit formalities (Complete Employees Life Cycle)

## **M/S Jindal Drilling & Industries Limited**

**Designation :** Executive HR

**Duration :** 05<sup>th</sup> September 2011 to 14th March 2014.

**Location :** BKC, Mumbai

### **Key Responsibility Includes:**

- Joining Formalities, (ID Card Creation)
  - Attendance (ESSL), Drafting & Issuing Letters. (Appointment Letters)
  - Vendor Co-ordination (Administration related work).
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