

# **CURRICULUM VITAE**

Morya Nivas Adarsh Colony,  
Datta Mandir Road,  
Wakad - 411057  
Cell: - 9049078205  
Email: - suchita2sawant@gmail.com

## **Suchita Vitthal Sawant**

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### **OBJECTIVE**

Looking for a challenging and responsible position in your organization, enabling me to use my potentials and qualifications progressively to do justice respecting the confidence that would be conferred on me.

### **EDUCATIONAL QUALIFICATION**

<b>Exam Passed</b>	<b>Board/University</b>	<b>Year</b>
S.S.C.	Maharashtra Board	March -2009
H.S.C.	Maharashtra Board	Feb – 2011
Banking & Insurance	Mumbai University	March 2014

### **PROFESSIONAL BACKGROUND**

#### **Work profile:**

- Monthly salary generation in software and Excel.
- ESIC, EPF, MLWF ,PT return filed in monthly basis
- Factory licenses, labour licenses online application form filled
- New company registration code application form fill in site EPF, ESIC, PT, MLWF
- PF withdrawal form filled
- Register new employee under PF, ESIC & MLWF portal

## WORK EXPERIENCE

### ➤ **Keephuman Management Pvt Ltd as a Sr. Compliance Officer: (July 2021 to Nov 2023)**

1. Payroll Management – Monthly Salary generation in Software/Excel
2. Statutory Compliance Management – PF/ESIC/PT/LWF as Labour Law.
3. Statutory Payment Management – Salary, Bonus, Leave, Gratuity
4. Employee Registration under EPFO & ESIC
5. Handling Employee's PF/ESIC issues, KYC, E-Nomination...etc.
6. Monthly Statutory compliances Returns & Payments PF/ESIC/PT/LWF
7. Registration under various act – Labour license, shop & establishment PTEC/PTRC, MLWF, PF registration, ESIC registration,
8. Employees PF withdrawal, Advance withdrawal, Pf transfer, death case claim
9. Employees ESIC claim, E nomination, E Pahechan, form37 and other support.
10. Multiple companies salary data maintaining in salary software, report generating, monthly pay slip,
11. Yearly Bonus returns
12. Salary updating /changes as per minimum wages

### ➤ **Paras Consultants as a Payroll Assistant: (Jan 2017 to June 2021)**

- 1) Experience in generating pay sheet month wise
- 2) Experience in register new employees under ESIC and PF Portal
- 3) Experience in PF withdrawal process
- 4) Knowledge of PF, ESIC, PTax calculation and expert in their monthly returns
- 5) Knowledge of Factory License renewal, Plan approval and contract registration.

### ➤ **Shree Gajanan Consultancy, as an Accountant: (Mar 2014 to DEC 2016)**

- 1) Work experience in making P & L and Balance Sheet of Society Accounts
- 2) Preparing Audit Report

## COMPUTER SKILLS

- MS-CIT
- Tally.ERP 9
- English Typing 30
- Marathi Typing 30

## PERSONAL DETAILS

- **Name** : Suchita Vitthal Sawant
- **Address** : Morya Nivas Adarsh Colony  
Datta Mandir Road, Wakad - 411057
- **Mobile Number** 9049078205
- **DOB** : 02-09-1993
- **Sex** : Female
- **Marital Status** : Unmarried
- **Nationality** : Indian
- **Hobbies** : Reading
- **Languages Known** : English, Hindi, and Marathi

**Place:** Wakad

**Date:**

**Suchita Vitthal Sawant**