

Sweety Parkhe

sweety95452@gmail.com
9545264308
Mumbai

Skills

Communication skills, Microsoft excel, Time management, VLOOKUP

Experience

HR intern

IndusInd Bank • Mumbai
10/2023 - 04/2024

Assist in posting job opening on various job boards. Screen resumes an application to identify qualified candidates. Schedule interviews an communicate with candidates. Maintain HR records an documentation. Making Appointment letters. Assist in planning an organizing employee engagement activities an events.

office administrator

Geo chem laboratories Pvt Ltd • Mumbai
03/2022 - 10/2022

Check resume list for required documents before joining an after join prepare full an final settlement with the help of software. Making salary with spine software (Salary sheet an salary slip) deduction of the employee an Excel sheet. Making statutory compliance PF, ESIC, LWP, PT etc

Education

PGDBM

garware institute

TYBMS(HR)

Shri Sidh Thakurnath college Art an Commerce • Mumbai
10/2020

HSC

TMS Junior college • Mumbai
02/2017

SSC

Mahatma Gandhi School • Mumbai
03/2015

Languages

Hindi, English, Marathi