

## **MOHANA**

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### **Objective:**

To achieve a HR career where I can use my skill to the best of my abilities and be a useful asset to any organization.

### **Academic Profile:**

**I WAS COMPLETED B.COM COMMERCE AT TUMKUR UNIVERSITY**

**I WAS COMPLETED MSW HR SPECIALIZATION AT TUMKUR UNIVERSITY**

### **Technical Skills:**

- Basic Computer skills.
- M S Office, (MS Word, MS power point, MS Excel)
- Communication Skills excel functions
- Adaptable and Quick learner with Skills to Work under pressure.

### **Work Experience as a HR Assistant & HR Executive.**

- Experience In Recruitment & On boarding
- Joining& Exit Formalities for Worker's and staff,
- Registrations of ESIC&PF and clearance of PF & ESIC Grievances or issue's ,
- Issuing Offer & Appointment, warning letter and Experience letter
- Death Claim Process and follow-up Employee Exit Formalities clearance of F&F settlement
- Generate Employee Accident Report.
- Utilized Company software to maintain HR and Employees Records Accurately.
- Gratuity calculation & Bonus Calculation

- Visit ESIC And PF office cleared Clear the legal ESIC& PF Notice's
- Payroll handling with Rock HR software
- Attendance management accurately
- Knowledge about Labour Law's, Labour Code's and Statutory form's
- Preparation of 3A Revised Of Higher pension,
- Remittance of Statutory PF monthly contribution prepare challan through PF portal,
- Remittance of Statutory ESIC monthly contribution and Prepare challan through ESIC Portal,
- Prepare OT calculation & provide DSC & KYC approvals
- Registration of DSC and E sign registration in PF portal
- Handling Administration activities
- Housekeeping Maintenance and Security Maintenance
- I have worked 1.5 as HR assistant in BVG INDIA LTD,
- **Currently working at In Leather Manufacturing unit2 as a HR Executive Bangalore,**

### **Over All 2 Year's Experience in HR domain**

#### **Languages:**

- Kannada, English, Telugu , Hindi

#### **HOBBIOES**

- Playing Cricket & Volley Ball, Through Ball,
- Watching movies (English, Kannada, Telugu, , Hindi)

#### **PROJECT DETAILS**

**Project name: "A Study on Social Security Measures and Its Contribution To Employee Job Satisfaction"**

#### **Personal Profile:**

Name : MOHANA

Father Name : Eranna

Date of Birth : 23/05/1999

Gender : Male

Nationality : Indian

Religion : Hindu

Unmarried

**Declaration:**

I do hereby declare that all the above furnished details are true to the best of my knowledge & Belief.

Date:

Place: Bangalore

Regards  
MOHANA