

## **CURRICULUM VITAE**

Name : Sarika Prakash Sutar.

Address : 3 rd floor, Mahindra Hos Soc.,  
Near Nyancy Depo, Borivali east,  
Mumbai, Pincode-400066

A position in company that allows growth & carrier in an industrial that provides challenging work environment to utilize my skill.

---

### **EDUCATIONAL QUALIFICATION**

- S. S. C. with 1<sup>st</sup> class from Pune University in March-2003
- H. S. C. with 2<sup>nd</sup> class from Pune University in Feb-2005
- B.A. with 2<sup>ND</sup> class from Pune University in APRIL-2008
- Master in Personnel Management (HR) with 2<sup>nd</sup> class from Modern College in April-2010.

### **ADDITIONAL QUALIFICATION**

- COMPUTER KNOWLEDGE: MS Office, TALLY-7.2, Email Internet, Payroll.

### **WORK EXPERIENCE**

#### **1) LEEBO METALS PVT. LTD. BORIVALI, MUMBAI.**

- DESIGNATION : **Hr Executive.**
- DEPARTMENT : HR cum Admin Department.
- DURATION : Jan-2024 To Till the date (Presently Working).
- JOB PROFILE :
  - ✓ End to End Recruitment
  - ✓ Employee joining formalities
  - ✓ Employee On-boarding
  - ✓ Payroll Management
  - ✓ Statutory Compliance (PF, ESIC & PT)
  - ✓ Performance Appraisal
  - ✓ Bonus, Gratuity & Insurance Policy
  - ✓ Exit (F & F Process) Formalities
  - ✓ Training & Development
  - ✓ Probleb solving of employees
  - ✓ Monthly HR MIS, Leaves, Food allowance, Loan, etc working

## 2) PROCON RMC PLANTS PVT. LTD. BORIVALI, MUMBAI.

- DESIGNATION : **Hr cum Admin Generalist.**
- DEPARTMENT : HR cum Admin Department.
- DURATION : Jan-2021 to Sep- 2023
- JOB PROFILE

### **A) End to End Recruitment: -**

Prepare Job Description for Desired Position as per directed by Management, Posting the Manpower requirement on Job Portals and consultants too, screening the Resumes of Applicants, Shortlist the applicants for desired position by taking telephonic round of interview, Lined up the interviews after confirmed by management for schedules, taking First Round of Interview i.e. HR round, Arrange Second round with Management, Making CTC Structure, Arrange Salary Negotiations over the telephonic or face to face, Selection Process, Employee Joining Formalities, Reference Check of the employees.

### **B) Employee On-boarding: -**

Induction process, Rolling out Offer Letter & filling the same, Taking all Joining documents of employee and filled them into personal files, rolling out Appointment Letter, Employee Code Generation, Order for new Employee ID card, Employee Corporate Bank Account Opening/Link Existing Bank account, Work Flow for All Departments, Job Description for all employees of Department, Position Contract of employees.

### **C) Attendance Management System: -**

Handling completed Attendance record of the employees, Generating Attendance reports through Spine payroll & E time tracker, Addition/ Deletion of Punching Record, Coordinating with Attendance Vendors, Leave Management, Generating Reports regarding the Leave, Leave Encashment.

### **D) Payroll Management: -**

Handling Spine Payroll Process of the employees, making salary of the employees,

### **E) Statutory Compliance: -**

Making online payments of PF, ESIC & PT after verifying but before 15<sup>th</sup>. TDS Working while salary working.

### **F) Performance Appraisal: -**

Handling Performance Appraisals of Employees-Monthly & Yearly, Increment Process & Initiate new salary structure on software, Verifying employees daily work with their JD & tasks, Performing job evaluations and job analyses.

### **G) Bonus, Gratuity & Insurance Policy: -**

Calculate Bonus amount & rolling out to employees, making insurance policy of employees.

### **H) Monthly General Activity: -**

Conducting Monthly Work Assessment with the Management, Managing advance Salary & Loans, Making HR MIS ,Employee Engagement Activities (As & When Required), Solving Employee Queries, Co- coordinating with the consultants, implementing all the HR Policy (As & when required), Factory Visit(once in a month), Organizational Chart must be updated (in every 6 Months).

### **I) Exit (F & F Process) Formalities: -**

Exit-Interviews, Full and Final Settlement, Rolling out Experience Letter & Service Letter to Resigned Employees, Generation of F & F of left employees (Gratuity & Bonus working), Handover sheet, NOC.

**J) Training & Development:-**

Keeping records of all training programs, evaluation of training programs.

**K) Administration Activities: -**

Mobile bill Verification, Co-ordination with vendors for AMC's and Services for Water Filter, pest control, IT service, Printer Service, Stationery Service, Cartridge Service, Coordinate with Internet Service & Hathwayfor Broadband, Coordinate with IT Person for any IT related issues, Assets Mgt.

**3) LEELA TRADE STEEL & COMMODITIES INDIA PVT. LTD. NIGDI, PUNE.**

- DESIGNATION : **Jr. Hr cum Purchase Executive.**
- DEPARTMENT : HR cum Dispatch Department.
- DURATION : AUG-2008 TO Sept 2019.
- JOB PROFILE :

**In Purchase Executive Role I was responsible for below things:**

- **Attendance & time management** :Responsible for maintaining time & Attendance system, Leave allotment, and leave management in software
- **Statutory Compliances** [Preparation of of PF, PT, ESIC. UAN Generation and KYC]
- **Manpower planning, Recruitment** [Prepare & arrangements of interview schedule, Conduct and co-ordinate the recruitment through consultancy, Collect feedback from interviewers, Preparing appointment letters / resumes for candidates, Co-ordination with all dept.

**In Purchase Executive Role I was responsible for below things:**

- Maintenance of excel files and database Handling entire purchase & excise department work like Purchase entries, Sales Invoice, Tax Invoice, Excisable and Non excisable invoice independently in Excise Software & Tally.
- Making GRN, Quotation, Work order, purchase order, etc. correspondence.
- Finalization of stock, Co-ordination with store for requirement of stock.
- Maintain Stock record, Coordination with client for payment follow up, material deliveryfollow up, etc.
- Working in Tally related to Excise work only.
- Maintain proper books and records, excise prepare invoice & cancellation of excise duty, making entries in RG23D, prepare and submission of excise return.
- Opening, sorting and categorizing all incoming information to the department.
- Processing all outgoing communication in the form of emails, letters, waybills and other forms of communication.
- Prepare and check all necessary documents required to ensure that the documents meet the requirements of customers like Commercial Invoice, Packing List, Bill of Exchange, and Combined Transport Documents.

**4) "ANAND TEKNOVA AIDS ENGINEERING INDIA LTD." DAPODI, PUNE.**

- DESIGNATION : Admin cum P. A. of General Manager.
- DURATION : DEC.-2007 TO JULY-2008.
- JOB PROFILE :
  - Answer calls routed to the back office and transfer to appropriate staff member, faxing, emailing, reviewing and editing of documents.
  - Filing and record keeping, Setup and coordinate meetings and conferences, maintain and distribute staff weekly schedules.

- Assist in the management of back office personnel, Type various correspondences, assemble reports, and maintain and retrieve database information.
- Apart From That, I was also responsible For Preparing & drafting letters for expenses Courier, Telephone Etc. Email-Internet, Fax, Letter, Quotation, Work order. I Also Prepare Weekly Reports Pertaining to Payments, Orders, and Invoices Etc. My job also requires me do Payments' Reconciliation, Payments Follow Up.

**5) "Compax Industrial Systems Pvt. Ltd."Bhosari, Pune-411026.**

- DESIGNATION : Admin Executive.
- DEPARTMENT : Security Product Department.
- DURATION : 1Year + 6 MONTHS. (Aug.2006 To Dec.2007)
- JOB PROFILE

:

- Attend Calls (Support Call &Visit Record), Maintain records and keep track of the institution's supplies and the purchases made
- Ensure the proper filing of pertinent documents.
- Handling back office. Email-Internet, Fax, Letter, Quotation, Work order.
- Enquiry follow-up, Invoice & Delivery Challan, Attendance Record, Courier Dispatch, Record of Customer List & Addresses, Exhibition Details.
- All Reports Printouts, Joining Reports, Identity Card Record, Bill-Cheque Record, Inward-Outward Correspondence, Filing. Attend Visitors & All Official Work.

**PERSONAL DETAILS:**

- DATE OF BIRTH : 19/11/1987.
- MARITAL STATUS : Married.
- GENDER : Female.
- NATIONALITY : Indian.
- LANGUAGES KNOWN : English, Hindi & Marathi.
- HOBBIES : Listening of music, Reading books, etc.
- Mob. No. : +91-8766057425/+91-8308995665
- Email : [sarika\\_sutar23@rediffmail.com](mailto:sarika_sutar23@rediffmail.com)

**STRENGTHS:**

- Positive attitude, Hardworking, patience and self-motivating ability, result oriented working.
- Capable to adopt new technologies, quickly adjust in new environment.

**Declaration**

- I hereby declare that all the above said information is true & correct to the best my knowledge & belief.

**Thanking You,**

**Place:**

**Date :**

**(Sarika A. Sutar)**