

Shubhangi Shinde

HR admin (Statutory Compliance)

Present Address: At Post WadeBolhai Pune 412207

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Summary

- Adaptive, quick learner and energetic with business understanding and capable of implementing modern techniques and management tools.
- Human Resource Management Professional seeks an opportunity where experience in staffing, employee relations, project management, and superior communication skills will enhance overall strategic plan and direction of an organization.

Work Experience

Royal Consultancy Services Pune.

Jan 2019 – Oct 2022

HR Admin as well as Statutory Compliance

HR responsibility:-

- Knowledge about employees joining formalities & exit formalities.
- Providing Eligible data to Internal Audit Team.
- Sourcing CV on indeed.com.
- Sourcing Candidate Profiles in Job Portals, Job Posting, JD Sharing, Emailing, Job Advertising, Screening and Short listing of candidate's profiles as per the requirements and Conduct interviews using various reliable personnel selection tools/methods to filter candidates within schedule
- Conduct interview schedule & intimate to Interview.
- Maintain Employee Personal File as a Confidentially.

Statutory responsibility:-

- Compliance under PF/ESIC/PT/MLWF
- Preparing register under CLRA (Muster cum wage, overtime, advances, deduction for damages or losses & Fine).
- Monthly preparation musters cum wage register as per minimum wages Act.
- Uploading PF & ESIC Data in official site
- Monthly / yearly PT Return
- Knowledge about Pay sheet File Converting into PF & ESIC Report.
- Knowledge about PF/ESIC/PT Inspection.
- Daily Mail Revert on base of Report.
- Reporting to HR for latest notification of PF/ESIC/PT/MLWF.
- Prepare file for Inspection or Audit in PF/ESIC/PT Regional office.
- Preparing Inspection report & RC Statement.
- Knowledge about PF Withdrawals & Transfer Claim Process
- Provide new Government circular, MW/PT/PF/ESIC/MLWF slab rate to Payroll Team.
- Generate New ESIC Insurance Numbers & TIC Cards.
- Solving Problem of Employees for Regarding PF Claim & Updating Form-37, ESIC TIC Cards through Mailing System.
- Making E Invoice In Excel Sheet.

Current Working	BISAFE (BHAIRAVI INDUSTRIAL SAFETY SECURITY AND FIRE ENGINEERING SERVICES)			Oct 22 – Till
Education				
	Education	Year Of Passing	College/Board	Percentage
	B.Com	March 2019	Pune University	54.70%
	H.S.C	March 2016	Maharashtra Board	68.77%
	S.S.C	March 2014	Maharashtra Board	73.40%
IT Skills	<ul style="list-style-type: none"> Tally ERP 9 (fresher) MS Office (Excel, Word, Power Point Presentation etc). Knowledge of Internet Applications Good command on computer operating 			
Course	<ul style="list-style-type: none"> Human Resources Management Course (HRM) from Seven Mentor Pvt Ltd Pune (Dec 2019) 			
Skills & Abilities	<ul style="list-style-type: none"> Hard Working MS Office Problem solving skills Positive Approach Team Building & Leadership 			
Personal Info	<ul style="list-style-type: none"> Name: Shubhangi Sanjiv Shinde Date of birth: 06/09/1998 Marital status: Unmarried Nationality: Indian Language proficiency: English, Hindi,Marathi Hobbies: Listen Music, Travelling, 			
Declaration	<p>I hereby declare that the above written particulars are true to the best of my knowledge.</p> <p>Place: Pune</p> <p>Shubhangi Sanjiv Shinde</p>			