

Pallavi Vishnu Khade

N-6 Cidco Aurangabad

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in <https://www.linkedin.com/in/pallavi-khade-9976301b5>

Objective

Looking for an entry-level position in a high-level professional atmosphere to start my career.

Experience

- Dr. Hedgewar Rugnalaya** March 2021 - July 2021
Internship
Maintaining employees database
Recruitment
Joining formality
Induction program
- Sydler Electronics Pvt. Ltd** July - October
Internship trainee
Recruitment
Maintain contact data
Maintain the employee attendance
CTC Structure
Maintain the employee master
Documentation
Attendance calculation
Joining formalities

Education

- Deogiri Institute of engineering and management studies** 2021
MBA (HR)
7.82 CGPA
- Institute of Biosciences and technology** 2019
Bsc
60.40%
- Vasantrao Naik College** 2016
HSC
49.69%
- Jijamata Kanya Vidyalaya** 2014
SSC
65.69%

Course

- Payroll and Statutory Compliance**
CTC Structure
Joining formalities
Employee master and CTC master preparation
Leave management system
Provident Fund
Employee State Insurance Corporation
Professional Tax

Gratuity
Bonus
Payroll sheet preparation

Skills

- excel
- MS office

Activities

- Attended NIPM-Aurangabad chapter Workshop of Getting Ready For The Corporate World. In February 2020.
- Participated in webinar on Industry Expectations from MBA Graduates.

Certificate

- Certificate of National Institute of Personal Management

Hobbies

- Cooking
- Making Crafts

Languages

- Marathi
- Hindi
- English

Personal Details

- Date of Birth : 26/11/1998
- Marital Status : Unmarried
- Nationality : Indian
- Gender : Female

Declaration

- I hereby declare that all the details provided above are true to the best of my knowledge.

Pallavi Vishnu Khade