

RESUME

Mrs. Hemangi Lalit Khachane

Kunal Park Society, Flat no 8,
Near Sawant petrol pump,
Vishrantwadi, Pune.

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CAREER OBJECTIVE:

To work in association with professional groups who offer me the opportunity for career advancement and professional growth.

PROFESSIONAL EXPERIENCE

Job Profile

Company Name	: Vigilance Management And Personnel Services
Designation	: Hr. Executive and Admin
Duration	: 12 th Feb 2015 to 3 rd November 2024
Experience	: 9 years
Last CTC	: 3 LPA

Currently worked with VMPS, the company supplies manpower to Industries

- My Role – My role here is to create a salary sheet, maintain the records of the employee.
 - Maintains the statutory compliance like PF, ESIC and PT
 - Making salary Sheet and salary slip for employees every month.
 - Maintains the MIS reports to every individual industry.
 - Quotation making based on the company expectation.
 - Grievance handling from employees regarding their salary issues.
 - Making Invoice for payment and maintain the records.
 - Processing expenses and overtime claims.
 - Making salary transfer sheet to banks for employee's salary.
 - Bonus and Overtime calculation and maintains.
 - Completing joining formalities for new candidates
 - Maintaining compliance register like wage register, accident register, overtime register, advance register & etc.
 - Preparing CTC for new joiners as per company requirement.
 - Maintaining Petty cash and expenses records.
 - Preparing GST data monthly and handling GST portal.

EDUCATIONAL QUALIFICATION:

Name of Examination	Board/University	Class
S.S.C	Mumbai Board	Second
H.S.C.	Nashik Board	Second
BSC (Computer)	North Maharashtra university	Second
MCA (Master of Computer Application)	North Maharashtra university	Second

TECHNICAL SKILL:

- MS Excel
- Net Surfing

HOBBIES:

- Listening to Music
- Travelling & Visiting New places

PERSONAL DETAILS:

Date of birth : 30th June 1987
Sex : Female
Nationality : Indian
Marital status : Married
Languages known : English, Marathi, Hindi.
Personal strengths : Positive attitude, innovative & ambitious,
Quick Learning & Good Understanding.

I, hereby assure that the information given above is correct and to the best of my knowledge.

Date:

Hemangi Khachane