

# CURRICULUM VITAE

## **PERSONAL DETAILS** - **Pranav Bharat Sawant**

Residential Address: Road No.3, Ganesh Nagar, Bopkhel, Pune-411015.  
Mobile: 8975664290  
Email id: pranaybsawant@gmail.com  
Date of birth : 08/07/1992  
Marital status : Married  
Languages know: English, Hindi, Marathi  
Nationality: Indian

## **CAREER OBJECTIVE**

In pursuit of career enhancing opportunities in New projects launch, Design quality Management preferably in industry.

## **EDUCATION HISTORY**

Exam	Board /University	Year of Passing	Percentage
B.com	Mumbai University	2012-2013	67.71%
HSC	Kolhapur Board	2009-2010	60.00%
SSC	Kolhapur Board	2007-2008	67.69%

## **WORK EXPERIENCE**

### **Oct 2019- June 2023- Paysquare Consultancy Ltd.**

- 1) Responsibility of monthly End to End Payroll Processing including verification Input and output
- 2) Validate input with master file input validation and processing.
- 3) Co-ordinate with various department to obtain timely new joinee. status changes information every month. Check of discrepancies and ensure timely correct disbursement of salary to each of the outsourced employee.
- 4) Preparing payment report Bank upload (salary upload format).
- 5) Preparing reconciliation salary pay head wise Gross salary and net salary part to previous month salary register. Tax register.
- 6) Prepare reimbursement working ie LTA and make payment as per eligibility.
- 7) Prepare report for payment of statutory dues including TDS, Prof. Tax Provident fund ,ESIC.
- 8) Ensuring the live pay slips and tax sheet to client after finalize Salary (employee).

9) Preparing report required by client such as department wise location.  
wise PT report ESIC.

10) Processing of Full and Final settlement of resigned employee.

11) Co-coordinating with co- coordinator for smooth processing of payroll.

**Feb 2019- Sep 2019 - Egon Software Pvt. Ltd**

MIS executive(prepare sales/purchase order/invoice of  
diamond Jewellery.

**Jun 2018- Jan 2019- HDFC BANK**

Personal loan doc. verification depa.

**APRIL 2017 – Jun 2018- S. SINGH & ASSOCIATES**

Back Office

Sales & purchase data ready for GST filing, invoice making

**FEB 2016 – MARCH 2017- YESFOUR TECHNOLOGY**

Data Entry Operator (entering the data in Co. Software)

**OTHER SKILLS AND CERTIFICATES**

**Computer Skills:**

- Diploma in Office Automation
- Tally ERP9

**PERSONAL COMPETENCIES**

- Ability to work in a fast-paced environment to set deadlines
- Excellent oral and written correspondence with an exceptional attention to detail
- Highly organised with a creative flair for project work
- Enthusiastic self-starter who contributes well to the team

**INTERESTS AND ACTIVITIES**

- Listing Songs, Playing cricket

**Date:- / /2023**

**Place:- PUNE**

**Your Faithfully**

**Pranay Bharat Sawant**