

CURRICULUMVITAE

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SONALI ASHOK GAWARE.
105,Sangam co.opp. Hos.
Soc. Kajupada, Bhatwadi, Ghatkopar (w),
Mumbai:- 400084
Contact No.:8779014283
Email id : sonaligaware6@gmail.com

Career Objective:

Looking forward to a workplace that provides professional excellence and as well as opportunity to enhance my skill set , while putting to Practice my academic knowledge and training.

Working Experience:

Working detail 1 : Excel Gas & Equipment's Pvt. Ltd.
Designation : HR Assistant
Working :(01.01.2023 to till date)

Recruitment: - Handling the recruitment process. We can give advertisement in portal like Apna, Naukri, Facebook, Etc Consultant Also. Attending the job fair & also good opportunity of the new employee.

Joining Formalities:-Handling New Joinee Formalities– Such as Preparation of ID Card & Documents Scanning. Send their data to site engineer for that particular project. Create new id in our system to Capture their attendance & also set the salary structure in our payroll software. Release the offer letter & Appointment letter of new employee.

Payroll:-Coordinate with side supervisor for the attendance & also check in our GOHRMS system. Process the salary in excel. Handling the grievance regarding salary & deduction.

Leave: - Update leave in HRMS Software and maintain in excel also. At the year –end we calculated Leave like PL & Com Off for the employees o we can paid them this amount to year end.

Statutory Compliance:-Generate the new employee PF no in the pf portal also active old UAN no for The portal of employee. Also help to employee to with draw their pf. Also generate the new employee ESIC new no in the ESI portal of employee. PF, ESIC, PT & LWF CALCULATIONS. I can also handle employee pf portal to help them to update their profile.

FNF: -taking exit interview of resign employee. Also do the full &final settlement of employee. Also fill-up the NO DUES form of that particular employee. All departments check that and signature on it then I will be process for full & final Settlement for that employee. If employee completed their gratuity period then will be process for the Gratuity calculation of employee.

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General Profile: -Update a policy of company, discussed with office staff & management & also update in our software. It is easy to help employee to aware about the policy of the company. Arrange the picnic of employee for reduce their stress & improve their skill. Also Birthday & event Organize.

*Working Details 2 :-LA FRESCA FACILITIES MANAGEMENT
Designation : - Admin Executive
Working Period :-01.06.2021 to 31.12.2022*

Admin Work

*Handling the recruitment process. Through different portal & consultant.
Manage the payroll process in excel of employee.
New employee joining formalities& release the offer letter. Arrange the tools, shoes & uniform for new employee.
Also generate the new employee PF&ESIC now with the coordination of consultant. Also do the exit formalities of employee like collecting the tool.
Coordination with vendor about the order or delivery on time.
Handling New Joinee Formalities—Such as Preparation of ID Card & Documents Scanning
Coordinate with side supervisor or admin and collected the data of attendance.
Collect the data and generate the invoice in excel.
Processing of Employee Salary.
Generate new UAN no of employee for PF&ESIC. Add family details in ESIC portal.
Bonus calculation and release the cheque.
Co-ordinate with PF representative for employee issues and providing solution to resolve the same. Ensure Timely payment of all Vendor.
Maintaining employee's details/ tracker.
Maintaining Expenses tracker with Bank and Payment details. Handling all Day-to-Day Banking work (NEFT, RTGS, Preparing Cheque)
Coordination with Bank for all KYC documents. Security & Housekeeping Management.
Stationery & Printing Management of visiting Card required. Arrange staff meeting in the office and arrange the award function.*

Account work:-

*Maintain day to day books of Accounts in Tally,
Maintain Bank Reconciliation Statement and Reconciliation Of Debtors & Creditors,
Maintain Internal Audit Store And Accounts Book,
Maintain Journal Entry Sale, Purchase & Expenses Invoice,
Calculation of Monthly Sale Tax/ Vat, Services Tax & TDS Filling Return.*

Tender Work:-

*Tender document upload online & offline.
Tender Document Scanning.
Tender Stamp paper Notary.
Payment of tender fees.
Payment of tender EMD.*

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Working detail 3 : Hangers Solution & Poly Bags

Designation : Admin Executive

Experience : 7months (05.08.18to28.02.19)

Maintain the stock of 1&2 unit ,Daily Production Report, Daily Dispatch Report, Generate the E-WAY bill, Sales entry in tally ,Purchase entry in tally, Salary of Worker & Staff in excel, PFD deduction, ESI deduction, UAN no activation.

Working Detail 4 : Mauble furniture showroom

Designation : Admin Executive

Experience : 1 year & 2 months (03.06.16to30.08.17)

Account work:

Entering Sales, Purchase, Expenses, Handling Petty Cash, Prepare Sales Tax Invoice, Preparation of vendor's payment record, Weekly report, Sales & purchase registered. , Handling Petty cash Bank & Cash Voucher entries.

Admin Work:

Collecting the data from monster, naukri etc., Selecting the candidates resume, Telephoning interview, Calling candidates for face to face interview, Generate the salary in excel, Maintain the attendance data of a staff, Collecting data from bio matrix, Providing Quotation to the customer, Incoming or outgoing call. Also call the customer for diwali offer or any other offer.

Computer proficiency:

Comfortable with MS-Word 2011 & MS-Excel 2011.

Comfortable with Tally ERP9 & Tally Prime.

Comfortable with Typing 30 w.p.m

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Qualification:-

Exam	Year	Board/University	Percentage	College/School
DIPLOMAINHR	AUG-2018	Mumbai University	54%	Welingkar institute
GRADUATION (B.COM)	APR-2016	Mumbai University	70%	Gurukul College of Comm.
H.S.C	FEB-2012	Maharashtra State Board	59%	Vida Nike tan College
S.S.C	MAR-2010	Maharashtra State Board	63%	Sarswati Vidya Mender

Personal Information:

Date of Birth : 2nd JUNE,1995.
Hobbies : Dancing, Listing Music, Reading Book.
Language Known :Marathi(Mother tongue) ,Hindi ,English
Nationality : Indian.
Place :Mumbai

Date:-

(Sonali Ashok Gaware)