**CURRICULUM VITAE**

**Name: Abolee Anantrao Thaware.**

**Course:** MBA-HR.

**Contact Details: 8625801344**

**Email: aboleethaware1@gmail.com**

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| Objective |

To build a career in the field of HR by joining an established organization that will give me an opportunity to

Upgrade my skills and knowledge and enable me to contribute to the growth of the organization.

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| Strength and Competencies |

* Problem Solving and Convincing Ability.
* Quick learner, Hard-Worker and learn new things.
* Good Inter Personal Skill, Strong Analytical Ability.

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| Educational Qualification |

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| **Degree** | **University/Board** | **Institution** | **Year of Passing** | **Specialization** | **Percentage** |
| **MBA** | Pune University | International Institute of Management Science Pune. | 2016-18 | HR | 8.00  (OUT OF 10) |
| **Graduation**  **(B.C.A)** | Sholapur  University | Shiram Institute of Information Technology Paniv. | 2015 | Commerce | 70% |
| **12th** | Pune | M.V.Khudus. | 2012 | Arts | 74% |
| **10th** | Pune | M.V.Khudus | 2010 | NA | 58.20% |

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| Co-Curricular Activities and Extracurricular Activities |

* **Academic**
* Seminar on HR Meet**.**
* Presented Paper in state level seminar “Techonovision 2K13**”.**
* Participated in Attended Workshops and seminars arrange by college.
* **Other**
* MS-Office, Tally .Excel,
* **Operating Systems**: Microsoft Windows (XP, Windows7), Linux.
* **Programming Skill**: C, CPP, C Sharp(c#), Core Java, Advanced Java.
* **Web Technology** : HTML , PHP , XML , JavaScript , VBScript(Visual Basic)
* **Database** : ORACLE 10g.
* **Development Tools**: MS Visual Studio -2008.

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| Work Experience |

**Company Name – AVENUE SUPERMARTS LIMITED (DMART)**

**Period** - Sep 2020 to till date.

**Designation** - HR Officer.

**Role and Responsibilities -**

* Handling end to end Payroll process company role Employees plus Contractual employees.
* Check and update attendance, Leave management, monthly earning incentive.
* When making process payroll uploading various allowances in Ramco system like Umang incentive, Risk allowance, Mask allowance, Night shift allowances, imprest Amount etc.
* Completed payroll processing monthly for 200+ employees.
* Uploading Shift planning of Contractual employees.
* Completed Joining formalities of new joined staff and updating hiring in ramco system. Issue ID Cards, Uniforms and maintain record for the same
* Preparing Proper mapping of Job, new joined employees UAN number, ESIC number, Appointment letter uploaded in Ramco.
* Hanging 300 contract labour staff.
* Organized Monthly Engagement Activity for all employees like Birthday celebration, star of the month, Dance, Sports activities etc.
* Organized Diwali lunch and officer’s lunch. Fire and safety training for all employees.
* Conducting ESIC registration camp, Covid test camp in company premises.
* Preparing for Various audits Like - Process audit, Statutory Compliance audit, Fire and safety Audit,
* Conducting Induction program for new joined employees as well as on role employees.
* Preparing Full and final payment settlement for left employees, and maintaining Excel sheet.
* Updating daily vaccination tracker,
* Making weekly and Monthly reports.
* Coordinates the transfer of employees from one store to another.
* Worked with human resource manager to create documentation and training materials for staff onboarding.
* Conducting weekly meeting and highlighting minutes of meeting points to senior management.
* Managed multiple task at a time.

**Company Name**: **ASSET CARE FACILITY MANAGEMENT SERVICES.**

**Period**: Mar 2019 TO Aug 2020

**Designation**: HR Admin cum Accountant

**Responsibilities &Duties:**

* Payroll administration– manage additional and recurring payments and deductions
* Strong problem solving skills; ability to assess situations make judgments based on practice or previous experience.
* Must be able to handle multiple tasks simultaneously
* May conduct audits of various HR programs and files
* Maintains plant time and attendance system. This includes for both payroll and accounting purposes. Manage employee call-in log
* Update employee data on ESIC/ EPFO Portal.
* Handles confidential information according to established policies

**Accountant Responsibilities**

* Preparing financial statements like Cash/Bank trial, Cash Flow & Funds Flow statements and Final Accounts
* Verification of day to day Verification Vendor Payments
* Petty Cash Management.
* Follow Up on Outstanding debtors.
* Provide outstanding statements of Debtors.
* Prepare daily expenses vouchers and making payment of various bills.
* Maintaining daily stock dispatch record in MS- Excel.
* Providing excel sheet to bank to transfer the salaries providing all the details of employees(beneficiaries)

For NEFT.

**Company Name** - **LOGICON FACITITY MANAGEMENT PRIVATE LIMITED**

**Period:** - Apr 2017 TO Nov 2018

**Designation**: - HR Admin / Coordinator

**Responsibilities &Duties**:

* Maintain both manual and automated personnel records, collects and compiles sensitive and confidential personnel statistics and prepares reports
* Provides information to all levels of employees regarding personnel policies and procedures
* Issue ID Cards, Uniforms and maintain record for the same.
* Support the HR team in HR project oriented duties
* Prepare & maintain stationery stock record.
* Approve business card and stationery requests
* Ability to work under pressure, while still maintaining accurate data entry
* Co-ordination with vendors.
* Preparation monthly employee’s attendance unit wise

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| Summer Internship |

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| **SR.No** | **Project Title** | **Company Name** | **Designation** | **Duration** |
| 1 | HR Policy and its implementation | LogiconFacility management private limited | HR Trainee | 6 months |

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| Personal Information |

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| **Date of birth** | 09 September 1995 |
| **Areas of interest** | Making new friends , playing Game |
| **Language Proficiency** | Marathi, Hindi, English. |
| **Current Address** | Sejal park near Suprabhat colony,Aashirwad Society keshav nagar Chinchwad, Pune 411033 |
| **Permanent Address** | At/post-Akluj Tal – MalshirasDist- Solapur .413113 |

**I hereby declare that all the information provided in my resume is true to the best of my knowledge.**

**Place: Pune**

**Date :**

**Signature**