

Pranay Vijay Shinde

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Career Statement:

To seek a challenging position to utilize my skills and abilities in the field, with full dedication and enthusing to achieve the organizations goal, besides sharpening my skills for further career advancements.

Career Abstract

✧ A goal oriented individual with extensive knowledge of various aspects of HR, Personnel, Admin, Operations, MIS & Accounts

Possess sound understanding of concepts of:

- Administration
- Performance appraisal
- Manpower Planning
- Management Information System (MIS)
- Software Handling
- Accounts Reports

A keen communicator with dynamic relationship building, analytical & problem solving abilities.

Strengths

- ✧ An analytical mind with the ability to think clearly and logically.
- ✧ Ability to work accurately and pay attention to details.
- ✧ Excellent spoken & written communication skills, problem solving and leadership skills.

Technical Skills

- ❖ Knowledge in MS-Office, MS-Excel, MS-Word, Internet, Outlook etc.

Short Term Assignments

- ❖ M.S office 2003 & 2007

Curricular Activities

- ❖ Part of the Blood Donation Camp
- ❖ Collects various coins (Coin Collection)

Work Experiences

Operations & Admin Exe in SE Freight & Logistics India Pvt Ltd

From 1st Jan 2016 to till Date.

Key Points –

✓ Operations : –

- Co-ordinate with vendors regarding bills & payment Issue.
- TMS LR entry
- Follow Up with accounts team regarding Payment updates
- Preparing SO & PO in NAV
- Co-ordinate with site employee for vendor payments & bills issue

✓ Disciplinary Actions : - Coordinating with employees regarding any discrepancy issue

✓ MIS : -

- Handling Data maintain & Presentation of Strategies
- Prepare MIS of ATH & BTH
- Maintain report of Bills processed

✓ Admin & HR : -

- Processing Bills of SEFLI - Mobile & Data card
 - Co-ordinating with vendor regarding mobile & data card issue
 - Processing vendor payments
 - Checking & processing Employee reimbursement & Bills
 - Travel Booking - Flight & Car
 - Employee onboarding and Joining Formalities Temp Staff
 - Employee Exit Formalities of Temp Staff
 - Co-ordinating with Million mind Temp staff salary issue
 - Monitoring HO employees' attendance
 - Co-ordination with Site People regarding attendance reports
 - Preparing Monthly attendance report / statement
 - Updating leave record
 - Co-ordinating with LIC & PF office Mumbai for Gratuity & PF related work & payments
 - **Other office related work.**
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Operations & MIS Exe in Samruddha Jeevan Multi State multi Purpose Co.Op.So.Ltd

From 9th Sep 2013 to till Date.

Key Points –

✓ **Operations –**

- Deal with all the Sales employee regarding business
- Maintain the various MIS & register related to Business
- Software entry of business & documentation of application forms

✓ **Disciplinary Actions :-** Works Related to Branch setup ,Coordinating with state in-charge regarding any discrepancy issue

✓ **MIS:-**

- Handling Data maintain & Presentation of Strategies of All Mumbai Region (15 Branches)
- Maintaining data such as **Business reports of Mumbai region**
- Calculating **Incentives** of Sales employee & related papers.
- Coordinating with All back office staff regarding reports

✓ **Admin-** Welfare, handling sales employee, Deal with vendors & Contractors. (**Payment of Contractors & Vendors**), **Coordination with vendors regarding stationery & other requirements, Preparations & Printing flex & other office related work.**

ADMIN & MIS Exe in Cadbury India Limited, Thane

From 1st Apr 2012 to 30th Aug 2013.

Key Points –

✓ **Payroll –** Deal with all the employees Compensation Mgt, Leave Mgt, OT records, Maintain the various register, till full & final settlement.

✓ **Online ESIC-** Generate the Monthly Challan, IP Registration, Update I.P. detail, left employees, etc

✓ **PF:** - Monthly Challans, Returns, etc.

✓ **Disciplinary Actions :-** Works Related to Labour

✓ **MIS:-** Handling Data maintain & Presentation of Strategies.
(Employee attendance etc.)

✓ Maintaining data such as **Personal file** and related papers.

✓ Maintain & Complied various return
(Statutory & non-statutory) on time

✓ Looking **Salary & Wages** of Labours

✓ **Admin-** Welfare, Safety of employee, Deal with vendors & Contractors. (**Payment of Contractors & Vendors**)

Academia

- ↵ **B.Com** from Mumbai University
- ↵ **XII** from Mumbai Board with in 2008
- ↵ **X** from Mumbai Board with in 2006

Personal Details-

Date of Birth: 31st May, 1990

Permanent Address- 58/B.2737,Vartak Nagar Police Line, Pokharan Road -1 ,Thane (W)-400606

Current Address-Same As Above

Sex: Male

Marital Status: Unmarried

Languages to Read, write and speak: Marathi, English, Hindi.

Interests: Traveling, Listening Music

References

Available On Request

Place: Thane.

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