

RESUME

Name :- Mrs. Shital Yogesh Mane (MBA)

Contact Address :- AF2-UVR Residency
Prabhunagar
Ponda,Goa

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Career Objective:-

I would like to work in an organization that allows me to utilize my unique background skills and talent so as to realize my full creative potential in environment that encourages continuous learning teamwork and quality.

Educational Credentials:-

Sr. No.	Exam	University / Board	Year of Passing	Marks%	Remark
1.	M.B.A. (HR & Marketing)	Shivaji University Kolhapur.	2010	68 %	First Class
2.	B.Sc. (Computer Science)	Shivaji University Kolhapur.	2003	75 %	Distinction
3.	H.S.C	Kolhapur Board.	2000	77 %	Distinction
4.	S.S.C.	Kolhapur Board.	1998	78 %	Distinction

❖ Practical HR Generalist Training completed in 2016

During my training at Métier HR Services, I was given exposure to the following areas:

- ✓ **Compliances:** EPF, ESI (Employee's State Insurance) - Calculations, Various Forms, Challans & Returns, Gratuity (Central) Act, Equal Remuneration Act, Workmen Compensation Act, Various other Legal Acts, Rules & Regulations
- ✓ **Payroll :** Salary Components, Designing CTC, Salary Processing, Attendance System Full & Final Settlement, Professional & Income Tax, TDS, LOP, HRIS, Practical Exposure on processing salaries by Payroll Software
- ✓ **Other HR Functions:** Performance Management & Appraisal System, SWOT Analysis, Appointment & other Letters, training and Induction, Ice Breakers, HR Jargons, HR Dashboard & HR Balance Score card, HR Audits, Attrition Management, ER Management
- ✓ **Recruiter:** Recruitment Policy and Implementation, Manpower Planning, Pre-Screening Interviews, RPO, Post Recruitment & Joining Documentation, Headhunting, Job Portals & other Recruitment Channels, Life Cycle of Recruitment Process , Recruitment Tracker, Recruitment Process Metrics, KRA's, TAT, SLA, Blue Collar Recruitment

Computer Literacy:-

- ❖ MS-Office, Internet and networking
- ❖ Photoshop 7.0, 2D Pagemaker6.5, CorelDraw 12.0, Macromedia – Flash

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Work Experience:-

1. Feimench Perfume (India) Pvt Ltd, Kundaim Goa.
Working as Asst. Manager (Resources & HRD) From : May 2012 to Dec 2012
2. Palus Engineering, Palus, Sangli, Maharashtra.
Worked as Officer-Administration & HR for period June 2010 to Dec 2010

Work Knowledge:-

- ❖ Payroll & Leave management
- ❖ Recruitments
- ❖ Handling PF
- ❖ ESIC management
- ❖ Dashboard
- ❖ Performance Appraisal
- ❖ Assuring Adherence to Code of Conducts of Organization.

Personal Details:-

Name : Shital Yogesh Mane.
Date of Birth : 30 March 1983.
Gender : Female.
Marital Status : Married.
Permanent Address : 14, Yashodhan, Shrinagar Colony, Sangamnagar Satara-Maharashtra.
Languages Known : English, Hindi, Marathi.
Personality Traits : Aggressive, result oriented, co-operative & helping nature

Declaration:

I do hereby declare that all the information furnished above is true to the best of my knowledge and brief.

Date:
Place:

Yours Truly,
(Shital Mane)