CURRICULAM VITAE

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| **Mrs. Lalita Sunil Shirsat**  B.Sc.(Physics),ADCSSA,MBA (HRD) Perusing | |
| **Mailing Address** | **Contact Details** |
| Shivdatta Residency, B-17, Tuljaiwasti, Akurdi.  Pune – 35. | Mobile- 9850072996  e-mail: lalpune@yahoo.com |

Educational Profile:

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| Sr. No | Exam Passed | Year | University | Marks Obtained | %  Marks | Class |
| 1 | S.S.C. | 1990 | Maharashtra State Board | 457/700 | 65.28 | 1st |
| 2 | H.S.C. | 1992 | Maharashtra State Board | 339/600 | 56.50 | 2nd |
| 3 | B.Sc. (Physics) | 1995 | Mumbai University | 465/800 | 58.12 | 2nd |
| 4 | Advance Diploma in Computer Software & System Analysis | 1997 | Maharashtra Technical Board | 661/1000 | 66.10 | 1st |
| 5 | MBA- HRD (Perusing) | 2015 | Savitribai Phule Pune University | Ist semester | 70.20 |  |

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| **Current Employment with Sharp India Limited**  Designation: H. R. & Admin Assistant  Period: May-2007 to till date  Place: Pune  Key Responsibilities: H. R. & Admin Assistant  Presently working with SHARP INDIA LIMITED, a Japanese MNC Company registered under Indian Companies Act, 1956 having its registered office at 686/4, Koregaon Bhima, Tal-Shirur Dist.-Pune-412216.The Company is carrying on business of manufacturing and trading of electronics goods such as Color TV, LCD TV, Microwave Ovens, Refrigerator, and Washing Machine etc. The Company has branch offices all over India. I am appointed on January 2009 at Pune Head Office to coordinate with all branches for sales activity and the admin work of all branches in India.  **HR ASSISTANT:-**  **Task**  Provide administrative support to the human resource department. Coordinates Company and employee trainings & maintain the corporate training system. Assists as needed by performing a variety of duties in support of department and corporate functions such as researching, collecting and entering data, preparing standard reports, maintaining records, meeting and event planning and preparing communications.  **Specific responsibilities**:-   * Coordinate company trainings (internal as well as external) and meetings * Create and publish company newsletter * Prepare letters, memos or presentations for communication as needed * Assists with organizing company events such as picnics, holiday parties, catering etc. * Assists with maintain data for the time clock * Assists with preparing reports such as Contract attendance, monthly approval list * Administer Company Uniform, Shoes, And I-card etc programs of new/old employee. * Maintain/coordinate with employees for purchase, ensure about Health Insurance & payroll deductions are made etc. * Assist with any recruitment needs (screening resumes, phone screens, point of contact to temporary agencies * Coordinate hotel and flight bookings for incoming visitors and outgoing employees. * Coordinate maintenance for all non-assigned (fleet) Company cars. * Administer Company car program * Assist with purchase requisition when needed for Stationery, printing materials letterhead papers, tonner, cartridges ribbons etc. * Assist with special projects and/ or activities of the HR department * Other assigned duties as needed.   **Admin Responsibilities:**   * Answer and direct phone calls * Maintain contact lists * Provide general support to visitors * May be called upon to assist with special projects and assume responsibility for the development, administration, and promotion of specific projects, as required * Responsible for smooth operations of canteen. * Managing day to day canteen affairs * Handle the entire spectrum of activities across providing facilities support and efficiently handle contractors, housekeeping /pantry services, mail room operations, Record management and house-keeping/tea/coffee/water services. * Should be one point contact for all administrative matters like - - - Time keeping and attendance, canteen management, guest house management, maintenance, upkeep and repairs of companies assets, Telephone lines, mobile phones, logistics and courier services, procurement, storage and issue of stationery and compensation of employees * Maintain the care and use of housekeeping supplies and equipment, etc. Perform regular inspections for sanitation, order, safety and proper performance of assigned duties. * Make sure Housekeeping staff follows established safety regulations in the use of equipment & supplies at all times. - - - -  - Ensure activities in compliance of legislation and regulatory requirements in the department. * Handle material procurement related functions through local purchase and through supply/ execution contracts including procurement of capital equipment and preparing purchase bills. | |
| **Professional Experience with other Companies:**   1. **Name of the Company: Abbee Consumables & peripherals Sshope Ltd. Pune.**   Designation: Customer Care Executive  Period: Feb .05 to May 07  Place: Pune  Worked with Abbee Consumables & peripherals Sshope Ltd. Pune a Company registered under Indian Companies Act, 1956 having its registered office at Tadiwala Road ,Pune. The Company is carrying on business of Refilling of printer Cartridges & Selling of new cartridges. The Company has branch offices all over India. I am appointed on 16th February 2005 at Pune to look after all Sales, service & some kind of admin work.  Key Responsibilities:   1. **In charge of handling overall activities of customer care.** 2. **Building customer Relationship.** 3. **Handling customer complaints and solutions.** 4. **Handling a team of service technicians.** 5. **Handling some kind of admin work.** 6. **Name of the Company: Satish Cargo Movers, Chinchwad**   Designation: Officer- Billing in charge  Period: July 04 to Feb.05  Place: Pune    Worked with Satish Cargo Movers, Chinchwad in finance section as officer –billing in charge. My job responsibility was to take care of billing section as well as to co-ordinate with all staff member for smooth function of the department.    Key Responsibilities:   1. **Handling overall billing** 2. **Closing Month end entries** 3. **Helping to Manager for Monthly Report** 4. **Handling over all office activity independently.** 5. **Name of the Company: Shri Gajanan Sahakari Bank Ltd., Chinchwad**   Designation: Cashier  Period: Dec.1999 to Feb. 2000  Place: Pune    Worked with Shri Gajanan Sahakari Bank Ltd., Chinchwad . In –billing in charge. My job responsibility was to take care of cash for Inward & Outward. I was also responsible for clerical work.  Key Responsibilities:  Handling cash as well as clerical work   1. **Name of the Company: Shri Mahadik Computer Institute, Mumbai.**   Designation: Faculty  Period: July 96 to Jan.96  Place: Mumbai  Worked with Shri Mahadik Computer Institute,Mumbai. Institute conducts the MICT Courses.  Key Responsibilities:  Ms office, Ms Word, Foxpro etc.   1. **Name of the Company: Badlapur Janata Transport, Mumbai.**   Designation: Account Assitant  Period: July 95 to Nov..98  Place: Mumbai  Worked with Badlapur Janata Transport, Mumbai, in finance section as officer –billing in charge. My job responsibility was to take care of billing section as well as recovery call with all companies..  Key Responsibilities:   * 1. Mostly deal in billing in F.A. System.   2. Preparation of various office related account statements on monthly basis.   3. Recovery Calls for payments.   4. Handled petty cash & distribution to concern people. | |
| Total Experience | 14 + Years |
| Current CTC  Expected CTC | Rs. 3.50 lacks  Negotiable |
| Computer Skills | Computer knowledge of Dos, Ws-7, MS- Office, Covering MS-word, MS-Excel & MS-Power point.  Having practical working knowledge of Internet and email. |

Personal Profile:

Full Name : Lalita Sunil Shirsat

Date of Birth : 02th February, 1975.

Marital status : Married

Nationality : Indian

Religion : Hindu

Languages known : English, Hindi & Marathi

(Read, Write, Speak)

Lalita Sunil Shirsat

Place: Pune

Date: