

# **Curriculum Vitae**

PRIYANKA ARJUN JADHAV.

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## **Career Objective:**

To pursue highly rewarding career in the area of my specialization whereby I could offer my full potential and contribute meaningfully to the long term growth of the organization.

## **Skills:**

1. HRIS Management, Record Administrator
2. Payroll Process, Challan Generate
3. Compliance, File Insurance Claims
4. Recruitment on PAN India, Prepare HR Policy
5. Labor Law

## **Work Experience:**

### **Hager Electro Pvt Ltd At Pune**

**Designation:** Trainee

**Duration:** July 2017- May 2018

### **ISR FOODS Caramella's Pune**

**Designation:** Sr. Executive HR & Admin

**Duration:** Jun 2018 -Jan 2020

## **ROLE & RESPONSIBILITY**

1. Monthly Payroll Process
2. Legal compliance & Generate Monthly Challans For PF,ESIC,PT
3. Salary slips & Prepare Convenience Report
4. Monthly salary & wages, daily Attendance
5. Manpower planning, contractual & on roll employees.
6. Take care of uniform (order and issuing)
7. updating new employee Registration for PF, ESIC, Exit Date
8. Recruitment, new employee induction, Full and Final settlement
9. Coordinate Bus Transport Facility
10. Organize internal External Training Training
11. Organize year health check-up
12. Keeping Records for mobile phone expenses
13. Issue all kind of Letter like offer, experience, appraisal, warning, letters etc.
14. Problems solve Internal and external of an organization
15. Maintain Addition & deletion list for Mediclaim

**JKL India solutions Pvt ltd Pune.****Designation:** Sr. Executive HR**Duration:** Feb 2020 - Jan 2021**ROLE & RESPONSIBILITY**

1. Monthly Payroll Processing
2. Legal Compliance
3. Monthly PF, ESIC, (PT) Challan Generate
4. Finalize Attendance for Payroll
5. Working on PAN India
6. Recruitment
7. Leave record
8. Employee management
9. Induction of new Joinee, full and final settlement
10. New employee Registration for PF, ESIC also Generate sub code for same
11. Issuing offer letter, appointment letter, experience letter etc.
12. Maintain Addition & deletion list for Mediclaim

**Ubiquitous Pharmaceutical Pune****Designation:** HR Manager**Duration:** Jan 2021- Till Present**ROLE & RESPONSIBILITY**

1. Monthly Payroll Processing
2. Legal Compliance
3. Monthly PF, ESIC, Challan Generate
4. Finalize Attendance for Payroll
5. Working on PAN India
6. Recruitment
7. Leave record
8. Maintain Employee Data.
9. Employee management
10. Employee onboarding , full and final settlement
11. New employee Registration for PF, PT, ESIC also Generate sub code for same
12. Issuing offer letter, appointment letter, experience letter etc.
13. Monitoring Sales Employees.
14. Organize external & Internal Training .
15. Weekly Sales Follow up From Manager .
16. PMS Processing

**Education:**

Sr.No	Degree	University	Passing Year	Percentage
1	MBA	Pune	2020-2022	Pursuing
2	BE	RTMNU	2017	73%
3	12th	Latur Board	2013	46%
4	10th	Latur Board	2011	65%

**Personal Profile:**

Name : Priyanka Arjun Jadhav  
Date of Birth : 14th April 1995  
Gender : Female  
Marital Status : Married  
Language Known : English, Hindi and Marathi  
Hobbies : To interact with people, To know different Cultures & Skills.  
Present Address : Ganesh Nagar, Bophkel, Vishrantwadi, Pune-411031

**Date :**

**Signature:**

**Place: Pune**

**Priyanka A. Jadhav**