

To,

Human Resource Department

Subject: Seeking for a Position in Human Resource Department

I am a self –motivated person with various competencies regarding to Human Resources department, holding responsibilities such as following:

- Maintaining employee's personal files and records,
- Processing on monthly master calculation based on attendance, arrears, reimbursements, etc.
- Calculation of overtime, leave, bonus, gratuity, incentives, etc.
- Calculation and statutory deductions from the salary such as PF, ESIC, PT, LWF , settling employees' grievances as regards to salary, monthly payroll for approximately 300 employees, disbursing wages for contract labour employees through bank.
- Generation of pay register, pay slips
- Full and final settlement of left employees and Generation of Experience Letters, Relieving Letters.
- Scheduling meetings and appointments
- Training, development and supervision of new employees.

For this purpose, I would like to inform you that I have the willingness and fully prepared to work in your progressive organization.

I would be grateful if you would keep my CV for any future possibilities.

Looking forward to present myself in the interview.

Yours respectfully,

SHAILAJA DALVI

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shailaja_dalvi@yahoo.co.in

Manama – Kingdom of Bahrain



SHAILAJA DALVI

HR and Admin Executive

CONTACT



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shailaja_dalvi@yahoo.co.in

EDUCATION



Post Graduate Diploma in Labour Laws

2017 - D.Y.PATIL LAW College, Pimpri, Pune

M.B.A (HR)

2010 - NIMS, Chinchwad, Pune

Post Graduate Diploma in Foreign Trade

2008 - IBMR, Chinchwad Pune

B.Sc. (Biotech)

2007 - D.Y.PATIL ACS College, Pimpri, Pune

Higher Secondary Certificate

2004 - Abasaheb Garware College, Pune

Secondary School Certificate

2002 - St. Ursula High School, Akurdi, Pune

COMPUTER LITERACY

Working knowledge of Microsoft Word, Excel, Advance Excel and Power-point, MS-CIT

LANGUAGE

Hindi as a mother language



English as a second language



OBJECTIVE

To perform my level best for the success and growth of the organization and to learn as well as gain knowledge in my field.

EXPERIENCE

KELVION INDIA PVT LTD

Designation : Manager- HR & Admin

Location : Pune.

Duration : 26th Nov-2015 to 20th Apr-2019

SHREE SADGURU ENTERPRISES

Designation : Asst.Manager- HR & Admin

Location : Pune.

Duration : 25th May 2011 to 15th Oct 2015

WIPRO LTD

Designation : Senior HR Associate

Location : Pune

Duration : 9th Aug 2007 to 14th April 2011

SKILLS

- Excellent communication and multi-tasking skills
- Empathetic skills and the ability to maintain interpersonal relations
- Positive work ethic.
- Confident, Flexible in work
- Good analytical and presentation skills.
- Quick grasping power and decision making ability.
- Easily adaptable to the work culture of organization

TRAINING ATTENDED

- Technical skills development training.
- Advanced Interpersonal Communication sessions.
- Training on soft skills and personality development

EXTRACURRICULAR ACTIVITY

- Participated in competitions like Chess, Swimming, Badminton, Quiz at inter-school, inter-college and District levels
- Was awarded with Mrs.Shirinbai Tapi Memorial Prize.
- Won several prizes in essay competitions at school and graduation levels.
- Undertook study tours to places like National Chemical Laboratory (Pune), NARI, Vasantdada Sugar institute.

HOBBIES



PERSONAL DETAILS

Date of birth: 08/12/1985

Marital Status: Married

Sex: Female.

Passport no: Z5121441

Nationality : Indian

Declaration:

I hereby declare that the above mentioned information is true to the best of my knowledge and belief.

SHAILAJA DALVI