

RESUME

PRIYANKA EKNATH KHAMBAL

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CAREER OBJECTIVE

To Associate myself With the organization ,as an executive and be a target oriented member ,Achive Organization mission and objective and helf the organization in Decision-making

- A Sense of challenges with hardwork having proactive approach
- Utilize my technical as well as analytical skills towards mutual benefits.

WORKEXPERIENCE

Organisation: All services Global Pvt. Ltd.
Profile: P F Executive
Period: Jan2017 to till Date
Working Place: Goregaon Mumbai

All Services Global Private Limited, Goregaon, Mumbai

The Company offers facility management services, which include automated/mechanized housekeeping services, housekeeping, Waste management,Electrical And Mechanical Services, pest control and patient care services for hospitals and mall management services, etc.

Key Responsibilities

- ❖ Entered data on PF into the users database system.PF Online claims, PF UAN no Creation, online Transfers, KYC Updating, online ES Insurance no generation.
- ❖ Reviewed and processed summary statements for corporate clients
- ❖ Analyzed end of the month and end of the fiscal year reports and updated totals in Microsoft Excel
- ❖ Taking care of Whole ESIC and PF Statutory Compliance
- ❖ Prepare MIS Joining new employee and left in excel

- ❖ Preparing Mis Monthly Salary
- ❖ Generate PF and ESIC Challan
- ❖ Liaoning wih PF Account regarding contribution / settlement of PF
- ❖ Keeping Track of tempory & permanent ESIC of employees .
- ❖ Withdrawing PF in form 19 & 10c
- ❖
- ❖

Worked with Employees Provident Fund Organization (Bandra Office) from 11.06.2014 to 31.12.20157 as Data Entry Operator.

EDUCATION

Examination	Board/University	Year of Passing
S.S.C	Maharashtra	2010
H.S.C	Maharashtra	2012
B.Com	Maharashtra	2017

COMPUTER KNOWLEDGE

- MS.EXCEL
- INTERNET
- MS.WORD
- Ms. POWER POINT

PERSONAL INFORMATION

Birth Date : 18th June 1994
 Gender : Female
 Nationality : Indian
 Marital Status : Single
 Languages Known : English, Hindi & Marathi
