**Sarika A. Salunke (Pawar).**

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**E-Mail:**[sarikasalunke83@gmail.com](mailto:sarikasalunke83@gmail.com)

#### Career Objective:

To lead or build a team/s where my experience, skills and discipline will guide and contribute in meeting the organization’s strategic and core objectives.

**Professional Experience Summary**

**Professional Experience: HR Executive**.

**HR Generalist course**: **2012**-**2013**

1) Recruitment, Selection, Joining formality, Resignation procedure

2) Payroll process-Salary slip

3) PF, ESIC & PT

4) Taxable & non Taxable HRA

5) Taxable & non Taxable Gratuity

6) Bonus

7) Leave Management

8) Job Portal.

**Company: Cleartrip Pvt Ltd.(16-Oct-2017-9-Mar-2020)**

Role: HR & Admin Executive

Reporting: **Manager**

**Roles & Responsibilities:**

* Handling Onboarding & Exit formality for PAN India & Dubai
* Handling software-HR workline, Matrix,Kwench,Flink
* Coordinating with employee, recruiter, manager, IT
* Resolving employee issue
* Providing training for Employee, Executive ,Manager
* Processing F&F for exit employee
* Preparing Reports, letter (PF, Hearing, Visa, Bank account opening)
* Activate access card
* Handling Medical,sodexo issues
* Handling statutory data & coordinate for online payment
* Handling vender-backround verification,PF consultant,library book,worline,matrix
* Checking & processing invoice
* Coordinate for employee verification
* Processing employee id
* Coordinate with employee for PF issue
* Visiting PF ,ESIC office
* Handling invoice for intern employees
* Calculate & process gratuity
* Handling payroll & full and final settlement

**Company: DSM (10-June-2016-12 Oct 2017)**

Role: Compliance HR Executive

Reporting: **Manager & Director**

**Roles & Responsibilities:**

* Coordinating with Corporate HR, Head, Proprietor
* Handle PAN India & IBM Bajaj ,HDFC, Ericsson-PF, ESIC
* Handle PF ,ESIC Issues
* Preparing TIC for ESIC.
* Coordinating with Employee ,PF Clerk
* Submission of Monthly document as PF, ESIC Challan, Form II, Form M, Form X
* Handle hearing for PF, Interest& damages for ESIC
* Handle Audit –Monthly, quarterly
* Handle amendment of Bonus
* Generating Offer letter
* Releasing Experience letter.
* Process Full & Final.
* Generating ESIC Number.
* Providing Training for recruitment, short listing Employee as per Manager Requirement.
* Downloading Paid challan for ESIC from ESIC portal.
* Changes in ESIC Portal as per employee requirement.
* Preparing MC Template to Generate ESIC challan.
* Coordinating with consultant for PF challan.
* Maintaining Leave balance data for Pan India
* Preparing the letter for PF, ESIC hearing, Submission of PF form.
* Preparing attendance for Pan India

**Company: Prizm payments Pvt. Ltd. (29 October 2012 to 30 Sep 2013)**

Title: **Senior Executive Back office–Project planning & Implementation (PMO)**

Reporting: **Project Manager**

**Roles& Responsibilities :**

* Managing the **complete life cycle of the project starting from receiving the projects**, sending them in a workable format to the composition team, monitoring the execution and ensuring that the end product/output is delivered in a timely manner with highest quality.
* Interacting with the Clients on a continuous basis regarding the specifications of the projects, handling their queries, keeping them updated about the status of the current projects through live chats, e-mails and phones. **(Customer Relations)**
* **Planning jobs according to their due times and complexities**, ensure systematic distribution of work amongst the teams, following up on the progress of the projects, and ensure overall co-ordination of the work between various teams and departments.
* **Managing teams of experts** to collate work produced by different Groups
* Ensure maintenance of schedule fidelity
* **Feasibility checks** providing estimates with suggestions for projects in pipeline.
* **Man Management;** To supervise a team of 15 people and keeping an eye on prepress processes of projects up to print ready files to maintain quality and schedule.
* **Analyzing the new projects received**, understanding the client’s requirements.
* Dealing with the client to **discuss on the schedule, queries and issues related to the project**.
* Organizing **launch meeting (external and internal)** and touching base with client and production team to resolve job related queries and deciding the workflow. Bridging the gap between client and the production team.
* Tracking of the project and sending Status reports. Providing different reports related to **Project feasibility, Project efficiency, Resource efficiency and Performance etc. to respective PMS &PMO Team.**
* Worked on various navigation projects with customized GIS software Atlas
* Provided training to new recruited staff on the use of GIS software and applications.

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| **Company: Tata Communications Banking Infra Solutions LTD. (1 November 2011-27 October 2012)** |

Role :**GIS Officer-Project Management**

Reporting: **Project Manager**

**Roles & Responsibilities :**

Check & approve ATM sites on tool for Pan India with portfolio approval.

* + Handle ICICI, IOB, Axis, UCO Bank sites for ATM deployment.
  + Work on Google earth to search site address.
  + Map the Lat-long for ICICI, IOB, Axis, UCO Bank & ATM.
  + Prepare MIS for Approval data & site details
  + Identifying locations with help of photos & address.
  + Created a Google Earth database for Axis, ICICI, IOB, HDFC, UCO and LVB.
  + Analyzing proposed ATM’s sites for ICICI Bank, INDIAN OVERSEAS Bank, HDFC Bank, UCO Bank & AXIS Bank with respect to foot falls.
  + Analysis location basis commercial, Residential and Market basis photo and Google Earth.11
  + Updating master tracking sheet for UCO Bank, INDIAN OVERSEAS BANK & AXIS Bank.
  + Coordinating with regional SFT SPOC to identify & analyze locations in detail.
  + Building GIS database for proposed ATMs as well as existing ATMs/Branches for ICICI Bank, UCO Bank, INDIAN OVERSEAS Bank, AXIS Bank & HDFC Bank
  + Preparing MIS for all employee details
  + Preparing MIS for data chart daily & monthly basis.

**Company:** **Tata Communications Ltd. (15 December 2008 to 30 October 2010)**

Role :**MIS Executive**

Reporting: **Manager**

**Roles& Responsibilities**

* Coordinate with Customer & PM for down time & Implementation.
* Work in M6 software for Pan India.
* Work In Viznet for Pan India.
* Work in SOM for new order.
* Work in O2net & backend link for new order to all implementation team
* Work for Offnet to Onnet link for cost saving project.
* Prepare Daily SM data for Onnet link.
* Work in Software -Portal, Viznet, SAP, DMS, and Metasolve.
* Check the feasibility in the system.
* Daily updates in Portal & tracker.
* Generate Po throw SAP to all BSO.
* Resolve customer issue.
* Coordinate to Install, Terminate & reconnection the link.
* Coordinate with PM, Sales Team, Engineer OFG Team & Customer.
* Handling all over India Tata net, Vodafone, TTML, Tulip &Bharti billing.
* To give training the people for New SAP Software.
* Handling customer Service delivery across Pune & rest of Maharashtra , presales activities manage support (for ISP and TELECOM Operators) , raising purchase order and purchase request in SAP, using CRM
* Handling customer service delivery within time and SLA.
* Handling Customer escalations and resolve within MTTR.
* Maintain monthly or yearly MIS database.
* Prepares internet layouts and background information.
* Prepares & handles detailed paperwork and executes contracts for billing.
* Handle concall and resolve customer query within time basis.
* Handling billing by using the Tools as Metasolve, SAP, CRM, OSS.
* MIS and order login in Metasolve tool, using order management tool.
* Provide quotations, once order get, place the order and coordinate with customer to deliver the same within timeline

Company: **Fullerton India Credit Company (19 July 2007 to 18 November 2008)**

Role: **Relationship Officer**-**Direct**

Reporting: **Manager**

**Roles& Responsibilities**

* + - Log in the file in the system
    - Generating Apperref No
    - Dedupe checking in the system for the fraud
    - Loading the file on the system for loan approval
    - Rejection Of The Files with rejection reason in the system
    - Calculating Pos Amount for loan
    - Verification of Files.
    - Cross verification Of Files by visit report & verification call
    - Handling Customer
    - Log In The Files.
    - Closing the customer by negotiation.
    - Handling HR department
    - Attendance of Employees
    - Call for Personal interview
    - Coordinate with BM & Credit Manager. To help BM & credit manager to take decision about loan.

#### Software &Office /Management Tools /Key skills

**Operating Systems**

Windows 95/98, windows 2000/07, Windows XP

**Other Packages:**

* MS-Office (Excel formula-V-lookup, other functions, MS-PPT, MS-word Excellency)
* Out-look 2010, MS-Project 2010
* Passed MS-CIT examination
* System Knowledge
* Basic skills as Electronic mail, MS Word, Excel, MS PowerPoint, Internet browser
* Proficient with Microsoft Office (Word, Excel, PowerPoint,& Outlook), Windows7,Windows XP,
* Basic Knowledge of SAP Basic,Folklore,Matrix,Workline.

#### Academics:

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| --- | --- | --- | --- |
| **Degree** | **Year** | **School/College/Institution** | **Grade %** |
| MBA –HR | 2011 | Open YCMU University | 2nd Class |
| B.Sc. | 2007 | Shivaji University | 1st Class |
| H. S. C. | 2002 | Maharashtra State Board | 2nd Class |
| S.S.C. | 1999 | Maharashtra State Board | 1st Class |

#### Personal Details

Date of Birth : 24th July 1983

Gender : Female

Languages Know : English, Hindi and Marathi

Marital Status : Married

Hobbies : Listening songs, traveling.

**Deceleration:**

I consider myself familiar with Human Resource aspects & also confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge

Place: Mumbai (INDIA)

Regards,

**(Sarika A. Salunke.)**