

## **Work Experience:**

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### **HR Executive, Pratap Snacks Ltd., Indore**

**October 2022 – Present**

Managing end-to-end HR responsibilities including recruitment, onboarding, payroll support, and statutory compliance.

Handling Provident Fund (PF) and ESIC processes including employee registration, monthly contributions, and claims.

Maintaining employee records and ensured compliance with labor laws and company policies.

Supporting the payroll process by verifying attendance, leave data, and statutory deductions.

Coordinating with government portals (EPFO, ESIC) for timely filing and resolving employee queries.

Assisting in conducting internal audits for statutory compliance.

Engaging in employee welfare activities and helped improve workplace satisfaction.

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### **Office Administrator, Knowledge Management Solutions**

**March 2017 – July 2022**

PF and ESIC Computation and challan filling

UAN Activation manual and online withdrawal form filling

KYC Of Employees

Looking after administration work.

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### **Account Executive & Administrator, Tiger Harley-Davidson**

**August 2013 – 31 July 2014**

1. Data Entry In Tally

2. Maintaining Cash Book

3. Handling Vendors & Their Transaction's

4. Maintaining Attendance Record

5. Filling Up Form 49

6. Tax Computation

7. Maintaining Office Consumables

8. Coordinating with Vendors For Infrastructure Maintenance

## **Professional Skills:**

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- International Marketing
- Import Finance
- Export Finance
- Foreign Exchange & Control

## **Computer Skills:**

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- Operating System known: Windows 97/2000/XP/Vista/7
- Software's known : Tally ERP 9.0, MS Office

## **Extra-Curricular Activities:**

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- Worked as Event coordinator at various College fests.
- Participated in various Cultural Events at college level.