**AKANSHA PANDEY**

**Gurgaon**

New Delhi, Delhi110092•+91 7982644942•id-akansha.ina22@gmail.com

**Objective**

To obtain a responsible career in life where I could optimally utilized my education qualification as well as gained professional experience for making significant contribution in a progressive and dynamic organization.

**HR Skills**

* Statutory Compliance- EPF, ESI, Bonus, Gratuity
* Payroll Process, HRIS, SAP HCM
* Attendance, Leave, HR Software
* Recruitment, Joining & Exit Formalities, Induction
* Training & Development, Employee Engagement, PMS

**Accomplishments**

Won **employee of the month** award for proposing many structural and functional changes for  
team, which led to overall effectiveness.

**Work History**

**Executive- HR & Admin–1 Year 10 Months**  
**Peppertap**

**Responsibilities:**

* Salary Process
* Attendance, Leave
* Recruitment, Joining & Exit Formalities, Induction
* Training & Development, EE, General Administration

**Senior Executive In Sales Disciplinary - 1 Year 6 Months**  
**Home Credit India Finance Private Limited**

**Responsibilities:**

* Mystery Shopping- Fraud Investigation.
* Complaint Handling.
* Making list of Salary Hold employees basis Fraud happening.

**Statutory Compliance Practical Training & SAP HCM from ASAHR Management- 2018-19.**

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| **Statutory Compliance** | **Payroll Processing- Labour Laws** | **SAP HCM** |
| * EPF, ESI, Bonus, Gratuity. * Employer and Employee Applicability & Eligibility. * Employer and Employee Contributions in EPF & ESI. * Employer Contribution in Bonus & Gratuity. * Bonus and Gratuity calculation and Payment. * Forms for EPF, ESI, Bonus & Gratuity. * EPF &ESI online Process. | * Designing Salary Breakup. * CTC, Gross and Take Home Calculation. * Calculation of Income Tax, TDS. * Maintain Employee Database. * Minimum Wages Act, Maternity Act. * Obligation on Employer/HR. | * Organisation Management (OM) * Personnel Administration (PA) * Time Management (TM) * PAYROLL |

**Education**

**MBA**: 2014  
**Fortune Institute Of International Business**

**BBA**: 2011  
**Guru Jambheswar University of Science & Technology Jagannath Institute Of Management** - Hisar