

Mrs. Vaishali Jayendra Bhavsar

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Email: vaishalijbhavsar@gmail.com

EXPERIENCE

Shah Technical Consultants (Water Supply Projects India & Abroad) 22nd October 2018-Till date

Position: **HR cum Admin**

Role and Responsibilities:

- Recruitment(Support Engg, DEO, Accountd, HRStaff)-calling, scheduling of interview setc.
- Using Portals such as Naukri, Indeed, Resume fox etc.
- Searching through references, Headhunting.
- Issue of Offer Letter, appointment letter to selected candidate and transfer letter.
- Confirming through e-mail of newly joined staff or pan India locations.
- Collection & verification of certificates of newly joined candidate.
- Uploading CV & relevant documents of newly joined staff in Resume fox software
- Updating details staff in Master Staff List Newly joined/resigned/Termination/Notices served.
- Co-ordinating with various branches for travel plan for Key experts to get mobilize.
- I D Cards to STC Staff across locations.
- Birthday Wishes for staff e-mail.
- Follow up for recovery of Notice Dues from Resigned staff.
- F N F Settlement Statement of resigned staff
- Sending Notice of Termination to staff who has resigned without notice
- Confirmation of probation of the staff by sending e-mail branches in STC
- Maintenance of Guest House Occupancy to all branches at STC
- Preparation of Staff Reconciliation of all branches of STC
- Related to Insurance requirements providing DOB & Salary details.
- INCREMENT of Staff/Preparation of CTC Statement.

KHANNA INDUSTRIAL PIPES PVT. LTD (Manufacturer of ERW PIPES) September 2015-Till Date 21st Oct 18

Position: Hr & Administrative Officer

Role and Responsibilities:

- *Handling petty cash, attended, overtime salary, Esic, Pf, Pt, bonus counting Recorder Maintain Reporting to HRA Department, Fulminating,*
- *Preparation of documents for clearance of finish goods and excisable items*
- *Maintaining and keeping of records for mandatory and in house requirements*
- *Correspondence with internal authority & external agencies via email.*
- *prepared the Excise Invoice. RG23 part I AND RG23 PART I CENT VAT ENTRY, RG1 entry, Job*
- *Work/Under taken job work entry, maintain, Reporting to CA and A/c department, Row Material*
- *Purchase maintain, General Row Material Maintain*
- *Maintain inward outward invoice record & entered in package GST INVOICE IN GANDUDYAO SOFTWARE*
- *Making Export document ARE-1, EXPORT INVOICE.*

Max print Limited, Asangaon (Offset Printing) 05th July 2014-20th March June 2015

Position: Excise cum Admin Assistant

Role and Responsibilities:

- *Maintain inward outward invoice record & entered in package.*
- *Preparation of documents for clearance of finish goods and excisable items*
- *Maintaining and keeping of records for mandatory and in house requirements*
- *Correspondence with internal authority & external agencies via email.*
- *prepared the Excise Invoice ARE-1 ARE-3 FORM 403, SKY EXICESOFTWARE*
- *Handling petty cash.*

ACADMIC QUALIFICATION

- ☐ *2006-08 Bachelor in Arts from Pune University.*

OTHER SKILLS/ACCOMPLISHMENT

- ☐ *Proficiency in MS Office, MS Excel, MS Power Point, Outlook.*

PROFICIENCYOFLANGUAGE

Knowledge of language	Read/Write	Speak	Understand
English	Excellent	Excellent	Excellent
Hindi	Excellent	Excellent	Excellent
Marathi	Excellent	Excellent	Excellent

PERSONALDETAILS

Husband Name :Mr Jayendra Bhavsar.
Date of birth :01st May, 1979.
Married status :Married.
Corresponds Address :Regency Palace, Behind New civil court,
Ground Floor, Flat No.01
Tal:-Shahapur, Dist:-Thane,
Pin421601.

Date:13-05-2020

Place: Mumbai

(Mrs Vaishali Bhavsar)