

Priyanka Dugane

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A highly motivated and result focused professional; open to challenges; proficient in performing under demanding and diverse professional environment. Looking forward for a challenging position/assignment in a growth-oriented organization.

Professional Expertise:

- ⇒ Proficient at interacting with clients and enriching customer satisfaction, while adhering to the work processes.
- ⇒ Highly organized & dedicated with a positive attitude. Self motivated; able to set effective priorities and handle multiple assignments under high pressure within tight deadlines
- ⇒ Ability to adapt well and perform in new competitive environment.
- ⇒ Can work well in both team environment and individual assignments.
- ⇒ Well versed with Microsoft Applications
- ⇒ A motivated and diligent team player utilizing excellent communication, interpersonal skills with strong analytical mind-set to learn quickly, to analyze the situation, identify requirements and provide solutions.

PROFESSIONAL OUTLINE

Assistant Data Processing & Analysis.
Law Spades Services Pvt Ltd.

01st April 2016 – 7th January 2022.

Work Outline

- Acquire data from primary or secondary data sources and maintain databases/data systems.
- Work with the management to prioritize business and information needs.
- Present facts in writing and verbally to their clients or others and argue on their behalf
- Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality.
- Work within team building environment for the benefit of the organization and growth.
- Analyzing the data of cases and provide solution appropriate solution.
- Daily interaction/ feedback through emails to clients.
- Highly professional assistant with a comprehensive command of legal, office, administrative and clerical support functions combined with a knowledge of legal documents.
- Dedicated, reliable and able to handle a high volume of assignments. Known for positive attitude and flexibility—always willing to change work tasks and assist attorneys and paralegals throughout the firm.
- performing administrative, clerical and accounting functions. Handle client relations; administer payroll; maintain firm's calendar; and produce documents.
- Managed a range of confidential records, processes and documents.
- Effectively managed high-volume workload of word processing assignments.
- Improved the organization and security of both paper and computerized files to protect confidential client information and firm records.

Hr- Executive
Law Allies India Pvt Ltd

01st June 2013 – 31st July 2015

Company Profile: The Company is involved into providing legal services to our clients in US. It deals with the Law firm AAA association the legal court of law in US. We work through their database with all the legal and essential documents required for filling the cases.

Work Outline

- Involved in the entire process of recruitment right from the search of Candidate through portal, Consultancy Services to final short listing.
- Preparing offer/appointment/confirmation and various other letters (Show Cause Notice, Warning Letters, Yearly Appraisals, MIS Reports) and issue them to employees & also the exit formalities of the employees till full & final settlement.
- Wages & Salary Administration
- Maintaining and updating official records of employees in their personnel file.
- Handling office expenses.
- Taking initiative part for Employee Health & Safety.
- Welfare of Employee.
- Employee Leave records.
- Record of Employees Birthdays and anniversary (Cookies and Cards).
- Monthly Attendance musters of Employee.
- Printing and Stationery.

Administration and Account
Joy Max English High School

01st June 2012 – 31st January 2013

Work Outline

- Involved in checking with the payroll sheet\ reports and ensure all the pay cost are appropriate and budgeted areas are correctly charged as per agreed terms and conditions.
- Maintain computerized and Personal records of Staff with utmost secrecy and accuracy.
- Different type of contract management with the Staff as per School records.
- Involved in maintaining recording of ethnic monitoring information.
- Handling petty cash expenses and all accounts related data.

EDUCATIONAL CREDENTIALS

- T.Y.B. Com, April 2012
- H.S.C, March 2009
- S.S.C, March 2007

IT Skills

- MSCIT, 2010.
- Tally

PERSONAL PARTICULARS

- Date of Birth : 17th May, 1991
- Gender : Fe-male
- Marital Status : Married
- Citizenship : Indian

Priyanka Dugane
Signature