**Curriculum Vitae**

**ADVOCATE VAIBHAV LAXMAN BHOJE**

**Permanent Address: Room No.50 (65), Ramsrushti Co-op. Hsg Soc.**

**Ramtekdi, Chembur Colony, Mahul Road, Chrmbur,Mumbai 400 075**

**Temporary Address: House No. 152, Shivram Niwas, Sitaram Nakhwa Chowk, Sector 31-A, Sea Beach Road, Vashi Village, Navi Mumbai400703**

**Cont. 9930033546/9137983712/ Email Id: vaibhavb1989@gmail.com**

**Date of Birth: 21st November 1989**

**Father Name: Laxman B. Bhoje**

**Educational Qualification:**

* **LLB (3 Years Course)passed with Second Class in 2016-17 from Dr. Ambedkar College of Law,Wadala (Mumbai University)**
* **T.Y.B.Com passed with 63.28%-First Class in 2009-2010 from Swami Vivekananda Education Society’s College of Arts, Science & Commerce – Mumbai University**
* **HSC passed with 65.00%-First Class in 2006-2007 Shree Sanatan Dharma Vidyalay Secondary and Higher Secondary School -- State Board**
* **SSC passed with 50.13%-Second Class in 2004-2005 from JawaharVidyaBhavan Secondary School – State Board**

**Additional Qualification:**

* **Tally ERP 9.0 passed with 70%-First Class in 2010-11 from Keerti Computer Institute**
* **MS-CIT passed with 74%-First Class in 2008-2009 from Yash Computer Institute**

**Hobbies:**

* **To listening to Music**

**Marital Status: Married**

**Work Experience:**

1. **AMAR LEGALLADVOCATES & CONSULTANTS**

**Post:**

* **Advocate**

**Responsibilities:**

* **To Go to the Different Courts**
* **To appear in Different courts and take Dates of next hearing.**
* **To Draft Notices ,Rent Agreements, Sale Deed, Litigation Matters**
* **To File New Cases in Different Courts**
* **To apply for Certified Copies of Applications submitted to the Courts.**
* **To search Different High Court & Supreme Court Judgment related to cases.**
* **To Follow up with clients for collection of Documents related to their cases.**

**Time Period:**

* **22nd October 2019 to till date**

**Remuneration:**

* **Rs. 1,44,000/- Per Annum**
1. **BHARAT LEGAL TECH FIRM**

**Post:**

* **Junior Advocate**

 **Responsibilities**

* **To Go to the Different Courts .**
* **To appear in Different courts and take Dates of next hearing.**
* **To Draft Notices ,Rent Agreements, Sale Deed, Litigation Matters**
* **To File New Cases in Different Courts**
* **To apply for Certified Copies of Applications submitted to the Courts.**
* **To search Different High Court & Supreme Court Judgment related to cases.**
* **To Follow up with clients for collection of Documents related to their cases.**

 **Time Period:**

* **From 12th Jan 2019 to 21st October 2019**

**Remuneration:**

* **Rs1,20,000/- Per Annum**
1. **HINDUJA GLOBAL SOLUTIONS LIMITED**

**Post:**

* **Payroll Associate-Operations**

**Responsibilities:**

* **To Process Salary of More than 2000 employees**
* **To send Payroll Calendar Schedule Before 11th Day of Every Month to Clients**
* **To Send Pay slips and Tax plan to Employees Individually by email.**
* **To Update Headcount of Employee in Billing File**
* **To Update Investment Declarations of employees from Apr to Dec**
* **To Update Investment Proof’s Hard Copy in Files and in system also**
* **To Calculate Tax Of Employee after giving Exemption according to proofs provided by them**
* **To Send Mock Tax Plan in the Month of JAN, FEBand MARCH before processing final net salary of employees**
* **To prepare FORM16 for all employees whose PAN No’s are available in records**
* **To Do Digital Signature on FORM16 after receiving Token from Client**
* **To Send FORM16 to employees Individually by email**
* **To revert on Client mails by track**
* **To send update on Notification in Official Gazette to clients**
* **To send Statutory Bonus working to client according to Minimum Wages**
* **To calculate provident fund of both employee and employer part.**
* **To categorize profession tax slab wise and state wise.**
* **To Calculate Income tax of every employee after giving all exemptions.**

**Time Period:**

* **From 21st July 2015 to 11th January 2019**

**Remuneration:**

* **Rs 2,79,100/- Per Annum**
1. **OSOURCE INDIA PVT LTD:**

**Post:**

* **Jr. Payroll Executive**

**Responsibilities:**

* **To handle Reimbursement Process in Payroll Department.**
* **To make Inward Excel Entry of Reimbursement claims of employees.**
* **Tomake Acknowledgement, 1st Level & 2nd Level of Reimbursement claims in HRMS system.**
* **To make payment of Reimbursement claim on weekly basis.**
* **To give revert on mails of client’s office.**

**Time Period:**

* **From 7th Dec 2012 to 20th July 15**

**Remuneration:**

* **Rs 1,20,000/- Per Annum**
1. **SAGAR COOL SERVICES:**

**Post:**

* **Jr. Coordinator**

**Responsibilities:**

* **To handle Air Conditioner’s Service & Maintenance Calls By AC Technicians**
* **To close Tickets for Service & Maintenance Of AC in system.**
* **To get feedback from technicians on daily basis.**
* **To collect the reports of Service & Maintenance of AC calls from technicians on daily basis.**
* **To report to Manager about Service & Maintenance of AC calls.**
* **To give revert of mails came from Senior Authorities of OME(Operation Matter Expert) offices.**
* **To send collected reports of Service & Maintenance of AC Calls to Client’s Office on Monthly Basis.**

**Time Period:**

* **From Dec 2011 To Nov 2012**

**Remuneration:**

* **Rs 60,000/- Per Annum**
1. **APL SOLUTIONS PVT LTD:**

**Post:**

* **Purchase Officer**

**Responsibilities:**

* **To find out prizes of parts of Computer & Laptop Accessories like RAM, Hard Disk, Keyboards, Mouse, Monitor etc from vendor’s market.**
* **To quote lowest prizes of that such parts.**
* **To make Purchase Invoice for that such parts in system.**
* **To give purchase order to vendor.**
* **To send delivery boy to vendor’s actual place for delivery.**

**This all activities was doing on daily basis.**

**Time Period:**

* **From Dec 2010 To Nov 2011**

**Remuneration:**

* **Rs 42000/- Per Annum**

**Place: Mumbai**

 **Name and Signature**

**Date: (Vaibhav Laxman Bhoje)**