

Shilpa vishwas
Email:-shilpavishwas09@gmail.com
Sector-39 Near Atul Memorial High School
Gurgaon Haryana-122003

Contact: 7838817542

Profile:

To work in professionally managed and challenging environment which offers the Prospect of learning, growth and knowledge, where in I can contribute to the vision of the organization that can catalyze my development on professional & Personal fronts Seeking a challenging career in Human Resource with a progressive organization which will utilize my skills, abilities and education in management while contributing to the development of the organization.

Education Qualification :

Sr, No	Exam	University	Passing	%	Grand
(1)	MBA (HR.MANAGEMENT)	IIBM MANAGEMENT	PURSUING	AWAITING	AWAITING
(2)	Bsc (Computer science)	MDU UniversityRoht ak	2018	60 %	Passed
(3)	Intermediate	Haryana Board	2015	65 %	Second
(4)	Matriculation	Haryana Board	2013	90%	Second

Career History:

- ❖ **Works in JKA CONSULTANTS As HR Executive from SEP'16 to 31ST MARCH 2018.**
- ❖ **Works in AM Services 24x7 PVT. LTD. From 1st April'2018 as HR Executive Processing Salary of Employees, Preparing Final Entitlements of Employees, PF and ESI related issues.**
- ❖ **Currently working in Edge Telecom Pvt. Ltd. As Hr executive and handling Noc engineers grievances.**

Core Competencies

Preparing Salary:

- ✓ **Preparing Salary of employees including cross checking of salary of employees, maintaining records of attendance.**
- ✓ **Preparing & Cross Checking of over time of the worker/conveyance/refreshment and fooding expenses of factory workers. Maintaining muster roll, Preparing CTC Report on monthly basis.**
- ✓ **Preparing offer letters and experience letter.**

Time and Management:

- ✓ Preparing Daily Attendance of employees & Maintain the attendance register of employee on Daily Basis.
- ✓ Prepare reports such as absenteeism, late coming, early going etc.
- ✓ Over Time related work.
- ✓ Leave management.
- ✓ Maintaining Master Data of each and every employee.

Full and Final:

- ✓ Preparing Full and Final settlement on regular basis, calculation of Medical/Bonus and Leave Encashment.
- ✓ Preparing of Full and Final Letters.
- ✓ Having knowledge of visual software also.

EpfAndEsi

- ✓ Preparing PF Challan, Monthly & yearly return of PF.
- ✓ Filling & Checking PF FORMS.
- ✓ Keeping records of PF withdrawal form and coordinating with the PF Government department for the same, PF Challan, keeping records of PF declaration forms.
- ✓ Preparing ESI Challan & Half Yearly Return of ESI.
- ✓ Keeping record of ESI Declaration forms, Challan and coordinating with the Government department for the different issues.

Other HR Activities

- ✓ Maintaining registers like Muster roll, Overtime Register, Accident Register, PF Eligibility Register, EL, CL & SL register.
- ✓ Maintaining Personnel file of employee.

Computer Skills:

- ✓ Microsoft XP Applications, Word, Excel, Office, PowerPoint, – Advanced
- ✓ Microsoft Office Document Imaging and Scanning - Advanced
- ✓ Acrobat Reader 8.1 – Internet Working.

All Banking History:

- ✓ Cash Handle, Net Banking, RTGS, NEFT, IMPS, Cheque Book, Passbook Entry etc

Personal Qualities:

- ✓ Innovative thinker and excellent leadership qualities.
- ✓ Excellent in influencing the people.
- ✓ Efficient in communicating well in writing and verbal both.
- ✓ Able to motivate and negotiate with the people and negotiate with the people.

Strength:

- ✓ I did not buy cognitive brain, I can do things that I do not know,
- ✓ for that work, I will meet people who know and they will.
- ✓ All Rounder Type of Work, Your Thoughts Create Your Life.
- ✓ Positive Attitude & Team Work, Good Communication Skill, Self Confidence, Smart Working, Quick Learning.

Hobbies:

- ✓ Listening News, Reading Books ,like Tour
- ✓ Watching T.V , Listing Music, Painting, Making New Friends

Personal Details:

Name Father's Name Date of Birth Language Gender Marital Status Nationality	Shilpa Vishwas Lt. GovindVishwas 13 Oct 1997 Hindi, English,Bengali Female Single Indian
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<u>Permanent Address:</u> _____	Scetor-39,Near Atul Memorial School Gurgaon-Haryana-122001
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Place: Gurgaon

Date:

Signature