

SALONI JAIN
DOB: 18th AUG 1995

Place: Indore (M.P.)
Contact Details: 8982715430

Curriculum Vitae

SKILLS <ul style="list-style-type: none"> • Positive Attitude • Quick Learner • Self-Motivated • Persistent • Analytical Thinking • Public Speaker • Team Player • Leadership Quality 	ACADEMIC QUALIFICATION	QUALIFICATION	INSTITUTION	YEAR OF PASSING	PERCENTAGE/ CGPA
		MBA	Acropolis Faculty of Management & Research, Indore	2015-2017	67.00%
		B.COM	Devi Ahilya Kala & Vanijya College, indore	2012-2015	65.00%
		12 th	Choithram School , Indore	2012	50.00%
		10 th	St. Mary's Higher Secondary School, Barwah	2010	72.00%

PROFESSIONAL EXPERIENCE	Organisation	Ethical Research	Duration	25 th Aug 2018 - Present
	Designation	Senior Executive	Key Role	HR Payroll
	Responsibilities and Achievement:			
<ul style="list-style-type: none"> • Statutory Compliance, remittance PF, ESI and LWF. • Preparing Insurance report of newly join Employee. • Manpower planning and forecasting. • Preparing salary, incentive and wages. • Recruitment sourcing & Hiring. • Preparing Offer Letter, Appointment Letter, and increment/Promotion Letter etc • Leave & attendance Management. Payroll Benefits/ Deductions - user defined • Taking care of ESIC Challan, PF Challan, and PT Challan submitted. • PR & PO Preparing. Reimbursement Claim bill. • Updating daily, weekly & monthly reports for sales and management. • Resolve the employee's grievances and other matters. • Coordinate with bank (HDFC & ICICI) for smooth transition of salary. • Entering new hires and employee status changes in the System. • Coordinating with finance team for salary structuring and taxation prepare. • Making & processing salary on monthly basis 				

SALONI JAIN
DOB: 18th AUG 1995

Place: Indore (M.P.)
Contact Details: 8982715430

PROFESSIONAL EXPERIENCE	Organisation	Annova Solutios Pvt. Ltd.	Duration	15 st Sep 2017 – 20 th Mar 2018
	Designation	Executive	Key Role	Finance
	Responsibilities and Achievement:			
	<ul style="list-style-type: none"> • Company accounts maintenance & management on day to day basis • Communication & Price negotiation with vendors for operational requirements. • Computation of GST and TDS and filing of the same to Govt. Income tax dept. • Making & processing salary on monthly basis • Assist in the preparation of Management Report as required. • Voucher Entry of Sales, Purchase & All Banking Transaction & handle finance related queries. • To compile and maintain GST records and to co-ordinate with Operations Team within the group to ensure smooth & accurate overall running of sales billing and costing. 			

INTERNSHIP	WINTER INTERNSHIP	<p>Bajaj Finserv Bhopal 1.5 Months</p>	<p>Project Title “Financial product and service management”</p> <ul style="list-style-type: none"> • Directly interacting with customers and convincing & selling financing products to customers. • Documentation & processing of the loan file of the customers. • Have understanding of end to end process of financing different segment of customers • Understood different methodologies of marketing of financing products. • Ensuring flawless completion of procedure of providing loan & providing after sales services to customers. • Maintaining after sales relationship with customers.
	SUMMER INTERNSHIP	<p>Frankfinn Institute Indore 1 Month</p>	<p>Project Title - “Awareness of career opportunities amongst undergraduate & graduate student”</p> <ul style="list-style-type: none"> • Conduct career awareness programs in different schools & colleges around Indore. • Interact and guide students for career options on one to one basis. • Collection of data like educational qualification, certification courses done and other details from students. • Had leaded the team of 7 to 10 people during the project tenure.

SALONI JAIN
DOB: 18th AUG 1995

Place: Indore (M.P.)
Contact Details: 8982715430

PROJECTS	CERTIFICATIONS	<ul style="list-style-type: none">• Successfully completed Six Sigma Green Belt Certification during 2016 and passed in A grade.• Successfully completed advanced training in Microsoft Excel 2010.• Successfully completed Orientation Training from The Institute of Chartered Accountant of India (ICAI).• Successfully completed Information Technology Training from The Institute of Chartered Accountant of India (ICAI).
	ACADEMIC PROJECTS	<ul style="list-style-type: none">• Market Research Survey of 'Awareness of General Insurance in Rural Sectors & scope for private banking companies" in area near Indore.

ACTIVITIES	CO-CURRICULAR	<ul style="list-style-type: none">• Participated in Finance Debate Competition and stood runner up on topic "Cascading Effect of Taxation"• Participate in Kaizen Club Activity- Quiz Competition on General Knowledge.
	EXTRA -CURRICULAR	<ul style="list-style-type: none">• Attended workshop on enhancing Photography Skills.• Attended Summit held on International Corporate Social Responsibility• Represented P.G. college in FLASH MOB (Dancing Promotional Event) on district level• Conducted 'Treasure Hunt Completion' in college with a team of 6 Members.

DECLARATION

I do hereby declare that the afore-mentioned information is correct up to the best of my knowledge and I bear the responsibility for the authenticity of the data provided.

Signature