

Vidya Chavan

HR Executive

Navi Mumbai, Maharashtra

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+91 98217 35993

- Recruitment
- Offer Letter
- Orientation for New Employees
- Salary Statements
- ID Cards/Bank Application/Visiting Cards
- Monitoring Attendance
- Pantry /Housekeeping Materials Control
- Asset Logging
- Scheduling Office Boys
- Employees Database
- Appraisals
- Increments
- List of Holidays
- Leaves & Permission Monitoring
- Creation of E-mail IDs
- Stationery Control
- Employee Grievances

Technical Experience

- Completed office Automation & Accountancy course securing 63%.
- Tally 6.3.

Work Experience

Jr.Office Executive (HR)

Krasny Marine Services Pvt.Ltd

December 2012 to October 2014

Handling HR and Admin Activities.

Payoll, Attendance, induction, joining and exit process of employees, maintaining files and record, full and final settlement of employees, PF and ESIC process.

HR & Admin Executive

Horizon Airtech

June 2012 to November 2012

HR Executive

Soundlines Group

July 2011 to February 2012

Local HR In G.Gheewala Consultant

April 2010 to April 2011

Crew Member

In McDonald's at Fort

July 2008 to July 2009

Cartel InfoTech

June 2005 to December 2005

Education

B.M.S in Bachelor of Management Studies

Mumbai University - Mumbai, Maharashtra

October 2010

HSC

Maharashtra Board

February 2007

SSC

Maharashtra Board

April 2005