

## **Sheetal Lokhande**

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### **CAREER OBJECTIVE**

To gain greater insight into the field of Human Resource and Industrial Relations by way of practical insights in a growing organization. Also, to seek a challenging career in the field to channelize my abilities toward individual, organizational, and societal benefits which will add value both to me and to the company.

### **WORK EXPERIENCE**

**Akzonobel India Limited (Dulux Paints) Navi Mumbai on Saloni enterprises rolls June 2020 – Till date**

#### **HR Associates**

##### **Operations**

- . Monthly salary disbursement statement.
- . Maintenance of all employee's personal file.
- . Full and final settlement of Business Associate.
- . Managing advance salary, salary break up, calculating OT, incentives, bonuses, LOP etc.
- . Leaves and attendance management of PA's, Business associates and contract employees.
- . Handling employee database of PA's, Business associates and contractor.  
(Both in soft form and file management)

##### **Employee Relation**

- . Handling, Queries, Grievances of Employees and trying to solve issues with the support of Management.
- . Handling insurance policy of PA's.
- . Handling all welfare activities of plant and related issues.
- . Participating in arrangements of employee CSR and Sport activities.
- . Handling all the queries of the PA's, Business Associates and Contractors.  
Be it related to Salary, Leaves and Attendance.

### **Process vendor bills**

- . Processed billings, invoices and processed reimbursement claims requested by clients.
- . Processed reimbursement claims requested by employees.
- . Followed – up customers due invoices.
- . Responded to vendor inquiries regarding billing issues.
- . Update the monthly salary of employees as per the attendance records to make the Bills of third parties' employees.
- . Checked invoices for errors and math mistakes before processing.
- . Processed the Monthly Accrual.

### **Cultural/Social Linked Engagement**

Republic Day and Independence Day Celebration, Dussehra Celebration, Gharkul, Family get together program (MILAP), Diwali Celebration

### **Communication Link Engagement**

Monthly Communication Meeting

### **Training and development**

#### **Administration Activity**

Canteen Management, General & Plant Housekeeping, Security Management, Garden Maintenance, Transport Management, Guest House Management, Medical claims.

### **Nimap Infotech LLP - HR Assistant**

#### **Apr 2015 to May 2019**

- . To coordinate recruitment related activities maintaining database of candidates, with recruitment consultants, coordination of interviews with concerned department, coordination for joining formalities (creating mail id, completion of appropriate forms etc.
- . Preparation of letters (offer, appointment, appraisal etc.) and personnel file and updating.
- . Coordinating with respective department personnel for a proper orientation and induction program of new employees.
- . Background verification.

- . Managing employee policies and celebrations with the directors.
- . Coordination to provide adequate facilities to the new employee – I –card, PC etc.
- . To maintain updated employee details in attendance management system.
- . To maintain the attendance of all the employees in the organization on day-to-day basis.
- . To prepare the salary statement regarding the no. of days of working and paid leaves.
- . To ensure that the attendance leave is updated in the records computer on daily basis.
- Managing time and tracking attendance of client-side employee through the attendance software.
- . Co-ordinate with the clients for fulfils their requirements and resources related issue like working hours, behaviour etc.

### **Hindustan Platinum Pvt Ltd – HR Internship**

#### **Nov 2014 to Jan 2015**

- Joining formalities.
- Handling Employee Database (Both in Soft Form and Files Management)
- Leaves and Attendance Management
- . Exit-Interviews
- . Managing advance Salary
- . Confirmations letters

### **AK Associates – Account Assistant**

#### **Aug 2009 to Feb 2013**

- Performed data processing in MS Excel.
- Ensuring payments, amounts and records are correct.
- Working with sales and purchase ledgers and journals.
- Manage accounts receivable and accounts payable by depositing cheque and preparing invoices.
- Manage reports and track financial data.
- Handled office administrative.
- Compile data for income tax returns
- Visit to income tax and sales tax office to submit the data as required
- Prepared invoices, expense reports and payment memos.
- Filing cash transaction.

- Processed company documentation such as completed the general ledger with payroll entries.

### **CMS Computer Ltd – Data Processor**

#### **Jan 2006 – July 2009**

- Added new material to file records and created new records.
- Produced monthly reports using advanced Excel spreadsheet functions.
- Obtained scanned records and uploaded them into the database.
- Entered numerical data into databases in a timely and accurate manner.
- Inspected database errors and resolved discrepancies.
- Maintaining data base by creating new records or updating existing ones
- Correcting errors in data records to ensure accuracy.
- Processing data for statistical analysis, reporting and other business needs.

### **EDUCATION**

- Bachelor of commerce (Mumbai university)
- Diploma in HRM with distance learning in 2012 (Welingkar Institute)
- New labour code of India certification – Oct 22

### **ADDITIONAL INFORMATION**

- Computer Proficiency
- Course of MS-CIT in 2014.
- Operating System Microsoft Windows 7, Windows 8, Windows 10
- Good Command over MS Office/tally 7.2/tally9.0

### **HOBBIES**

- Listening Music

### **LANGUAGES KNOWN**

· Marathi, English, Hindi