

# KAVITA S. PATIL

Administrative/HR Assistant

## CONTACT

8850426109

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Panvel, Maharashtra



## Profile

To handle a challenging role in the fast growing organization that Provide & good growth potential and wide exposure to the latest Technologies where in my skill and abilities are utilized.

## COMPUTER PROFICIENCY

- MS-Office MS-Excel, Word, Power Point
- Tally ERP.9

## LANGUAGES KNOWN

- English
- Marathi
- Hindi

## PERSONAL INTEREST

- Reading Books
- Listening Music
- Cooking
- Travelling

## PROFESSIONAL EXPERIENCE

**(April-2022 – Present)**

### **Administrative Assistant / HR Executive**

Maharashtra Industrial Engineering Services - Panvel

- Maintained employee data and kept updated accounts of all employment records
- Assisted in recruiting and training of new employees for the back office operations.
- Administered payroll information, compensation materials, and benefits programs.
- Supported daily operations of busy human resources department
- Mentored employees through personal and professional issues.
- Pressure Vessel & Lifting Machine report online uploaded on Director of Industrial Safety & Health site.
- Maintain Petty Cash Expenses
- Payment follow up with customer.

**(October 2021 – March 2022)**

### **Billing Executive**

Express Roadways Pvt. LTD. – Sanpada, Navi Mumbai

- Making Bills in ERPL Software.
- Receiving mails & correspondence for the work unit & answering emails.
- Bills Sent through by email.

**(Jan 2018 - Sep 2021)**

**Back Office Executive**

S.S.K Enterprises- Nerul, Navi Mumbai

- Controlling back office, preparing daily reports, updating back office manager, all day to day activities, controlling & tracking all documents & keeping logs of all data.
- Responsible for all aspects of the day to day running of the filling, copying, report, writing & invoicing jobs.
- Responsible to handle the telephone enquiries.
- Make daily work plan of seniors with proper timing.
- Manage the documents in proper way.
- Handle all the other responsibilities related to job.
- Preparing vouchers & bills.
- Inventory control of stationery.
- Maintaining records of petty cash.
- Handling inward & outward dispatch of courier.

**(Jan 2009 – Oct-2017)**

**Administrative Cum Purchase Assistnt**

Juliet Industries Ltd -Taloja

- Typing Documents & disturbing memos.
- Supervising the work of office juniors and assigning work for them.
- Faxing, printing, photocopying, filing and scanning notes and other documents
- Handling Petty cash expenses
- Circulating documents via post and email.
- Monitoring inventory, office stock and ordering supplies as necessary.
- Raising Purchase Order.
- Maintaining Purchase Order Book.
- Making Good received Note & Goods Issue Note.
- Finalizing all the Purchase Bill.
- Handling inbound calls regarding orders.
- Keeping proper records for sales order file.
- Entering the all productions of products.
- Giving the barcodes of the products.
- Handling stock & Making Delivery challans.
- Dispatching the material as per instructions from team head with proper balance of delivery scheduled.
- Finalizing the documentations.
- Making Invoice bills against each bill.
- Giving follow up for outstanding payment, 15 days report & maintaining files towards sales order.
- Arranging the payments of staff salaries through the computerized payroll system.

## EDUCATION QUALIFICATION

- MARCH- 2006 : BACHELOR OF SCIENCE (MATHEMATICS)  
Ramnarian Ruia College Matunga, from Mumbai University
- FEB-2003 : H.S.C  
C.K.T College, New Panvel from Mumbai University
- MAR-2001 : S.S.C  
K.V.Kanya School, Panvel , Raigad from Mumbai University

## PERSONAL INTEREST

**NAME** : - Patil Kavita Shaneshwar

**MOBILE NO.** : - 8850426109

**NATIONALITY** : - Indian.

**LAGUAGES KNOWN** :-English, Hindi, Marathi

**MARITAL STATUS** :- Unmarried.

**RELIGION** :-Hindu.

I hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

(Kavita Patil)