

KAVITA S. PATIL

Administrative/HR Assistant

CONTACT

8850426109

patilkavita_1s@rediffmail.com

Panvel, Maharashtra



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.
- Record of maintenance of Ac , Pest control services,,Aqua guard ,Battery Inverter & annual contract Renewal.
- Maintaining printing, stationery and pantry items.
- preparing attendance record of employees.
- Handle legal documents renewal process
- 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 Assisnt

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.

ADDRESS :- Green Abode, C-104, Sai Nagar,
Old Panvel-410206

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

(Kavita Patil)