

LAXMI DIMRI



"i believe there is always room for improvement"

About Me

8+ years of experience of HR. Handling the overall work responsibility very well. Also up to date with new compliance related to my field.

LANGUAGE

- English
- Hindi
- Gujarati

KEY SKILLS

- HR Process, HR Payroll,
- Employee Engagement Program
- HR Compliance
- Positive attitude, Enthusiastic, Energetic.
- Cooperative, Honest, Dedicated to work
- Friendly attitude, Eager to learn new things.

COMPUTER PROFICIENCY

- M.S.Office (Excel,Word & Power point) & Tally .

EXPERIENCE

Arosol Pharmaceuticals Pvt. Ltd
Dehradun - Uttarakhand
HR OFFICER (2022 Still Working)

- Recruitment, Payroll, PF, Legal Work, Outsourcing management consultancy,
- ESIC, General Administrative, CBO Software.

Analog Security And Allied Services Pvt Ltd
Dehradun - Uttarakhand
HR Manager (Jan -20 to Feb- 22)

- Payroll, PF, Legal Work, Outsourcing management consultancy, ESIC, Gem, General Administrative .

Fusion Corporate Solution
Silvassa (Gujrat)
HR Executive (July-15 to Oct-2019)

- Recruitment, Payroll, PF, Legal Work, Outsourcing management consultancy.

EDUCATION

Pune University
B.COM

- Cost & Work Accountant

Pune University
M.B.A

- HRM

JOB RESPONSIBILITIES

- Recruitment as per Company requirement on daily basis, & Conduct Interview with candidate & Heads.
- Induction & Training of New Employee.
- Create budgets for Employee engagement programme on Holi, Diwali, Birthday Celebration, events and allocate funds accordingly.
- Prepare Insurance, Bonus of employees & Maintain Trademark list.
- Prepare Full & Final Settlement as per company requirements.
- Maintained data of the Employees both online (CBO) and offline (Folder wise) for smooth functioning.
- Resolved Queries of Field Staff like PF related, salary, Leave queries etc & Office staff- (Employee Welfare)
- Time Office works such as Attendance punching, Leave records, General Administration etc.
- Preparing Monthly PF & ESIC Challans & Arrear Challans.
- Preparing monthly Bill on Gem Portal.
- Managing salary in Excel.
- Handling CBO Software for Salary and other process.
- Payroll process and making payment thereof to the employees within time.
- Manage the commercial accounts such as verification of attendance from muster rolls, leave records and attendance regularizations.
- Develop and update administrative systems to make them more efficient, resolve administrative problems.
- Updating daily basis Epfo & Esic Site and generate IP Number.
- Joining & Exit Formalities.
- Update of All Govt Notification.
- Issued various Letters like offer, appointment, confirmation, Increment etc.
- Prepare and Courier documents like offer, appointment, Incentive, Confirmation, I-card & Visiting Card.

