

Shraddha Ankush Potre

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Objectives :-

Seeking a challenging position in reputed company, to exploit richness of technology with great interest, sincerely & honesty with the capacity to learn changing trends of technology to the best of my ability & knowledge, towards achieving the standard of success.

TOTAL WORK EXPERIENCE: -

Presently working with :- Del Rico Creamery LLP

Duration :- Feb 2025 till date

Designation :- HR Admin

Reporting to :- Director

Job Responsibility:

Processing of Monthly Bills

Ensuring timely Submission of monthly bills from all Vendors. Checking all the bills & clearing the Payments.

Admin Activities

Recruitment of the staff and Blue collar. Updating the Attendance and preparing the salary sheet and timely processing the salaries for every month.

Purchasing the Raw Material, keeping track on Stock inventory. Sending the material and finished goods to the respective shops.

Preparing Sales report and updating in the excel sheet. Preparing the GSTR -3 B working and Sales working. Sharing the reports with CA.

Previous Experience:

- **Company Nam :- Convertex India Pvt. Ltd. Pune**

Duration :- July 2021 to Jan 2025

Designation :- HR Admin

Reporting to :- Plant Head

Job Responsibility:

Contract Labour Management & Manpower Planning

Timely Providing required manpower of required skills to respective dept.

Checking daily attendance prepared by Contract Supervisors to control number labours & their absenteeism, also cross checking with our attendance data.

Every month ensuring all contract labours wages are being deposited to their bank accounts. Ensuring timely Submission of monthly bills from all Vendors.

Checking all the bills & sending to Accounts dept for Payments.

Follow up for the Bill Payments with Accounts dept. for Contract Labour providers checking all the required compliances are done by them or not.

Time Office, Wage & Salary Administration

Monitoring Attendance & Leave data maintained on daily basis & all the MIS reports related manpower are sent on regular basis.

Ensuring Timely submission of Payroll data of Staff, On roll & Contractual labours without error. No arrears paid to neither On roll employee nor contract Labour.

Processing of Monthly Bills

Ensuring timely Submission of monthly bills from all Vendors. Checking all the bills & sending to Accounts dept for Payments. Follow up for the Bill Payments with Accounts Dept. For Contract Labour providers checking all the required compliances are done.

IR & Absenteeism

Timely communicate absenteeism cases to the concern department.

Timely Taken Disciplinary action on absenteeism Cases. Resolving day to day grievance of employees & workers related to attendance, etc

Legal Compliance

Monthly ESIC Challan Generation.

Sending PF related forms of Employee's to Head Office for further process. Keeping Records of Contractors compliance (PF/ESIC/MLWF).

Factory License related compliance

Admin Activities

Ensuring Housekeeping activities are properly done to keep the company premises & shop floor area neat & clean.

Ensuring there should not be any problem related to Canteen & Transportation.

Timely preparing Purchase requisitions in ERP for required material.

Ensuring timely Submission of monthly bills from all Vendors. Checking all the bills & sending to Accounts dept for Payments. Follow up for the Bill Payments with Accounts dept.

- **Company : Phoenix World**

School Duration : June 2020 to

June-2021. **Designation :**

Accountant cum HR Reporting

to :- CEO

- › Recruitment of Teachers
- › Joining formalities, Explaining HR policies, Documentation filing, Exit formalities
- › Facility Management (looking after ancillaries, Ordering Housekeeping Material, Attendance, salary)
- › Inward, Outward, Stock checking
- › Updating Fees Master copy
- › Follow-up for the Fees
- › Bank Reconciliation
- › Banking work (Depositing Salary cheques)
- › Interacting with Parents & Vendors
- › Preparing Salary Sheet
- › Preparing TDS & PT Sheet and making the payment Online
- › Monthly & Annual Budgeting
- › Admission Formalities
- › Preparing Staff file

- **Company : Hindustan Magnets & Electronics**
Duration : 2 years.
Designation : Admin cum Accountant
Reporting to : CEO
 - › Follow-up for Vendor Payment
 - › Preparing Invoice manually as well as in Tally software.
 - › Preparing Proforma Invoice and Quotations
 - › Preparing Challan for Inward and Outward material.
 - › Staff Management
 - › Drafting letters
 - › Interacting with clients
 - › Import Remittance Payment
 - › Preparing Import Documents
 - › Sending Emails to the clients.

- **Company : The Lexicon International School, Kalyani Nagar**
Duration : 1 year.
Designation : Accountant
Reporting to : CEO
 - › Preparing Salary sheet of Staff Support Staff.
 - › Preparing TDS sheet & PT sheet.
 - › Preparing Demand Draft
 - › Bank Reconciliation in Tally
 - › Updating Daily Collection Report
 - › Follow-up for the Fees from Parents.
 - › Maintain Petty Cash
 - › Updating the Party Payment list.
 - › Updating the Students Payment List
 - › Registration of New Students.
 - › Supervision in the Exam

- **Company : Sanjeet Buildcon Pvt. Ltd.**
Duration : 2 years 6 months.
Designation : Accounts Asst.
Reporting to : Account Manager
 - › Looking after Customer's Service Tax, VAT.
 - › New firm Registration and Service Tax
 - › Preparing Purchase Order
 - › Preparing Salary sheet of Staff & Support Staff
 - › Preparing demand draft
 - › Bank Reconciliation in Tally
 - › Updating daily collection report.
 - › Scrutinizing the bills
 - › Updating the payment list
 - › Coordinating with HR regarding requirement, meeting
 - › Asking for quotation from vendor
 - › Maintain Stationery & Courier records
 - › Coordinating with Accounts dept. for payment

- **Company : Phadnis Infrastructure Pvt. Ltd.** **Duration :** 3 years.
Designation : Purchase Asst.
Reporting to : Purchase Manager
 - › Working on Constro Software
 - › Working on SAP (Vendor creation (XK01), Vendor Extension (XK01), Vendor change (XK02), PO creation ME21N, PO change ME22N, PO view (ME23N)
 - › Preparing Purchase Order
 - › Scrutinizing the Bills
 - › Processing the Bill in Time
 - › Updating the Bills List f o r Payment
 - › Updating the Payment Status from Accounts Dept.
 - › Cheque distribution to the Vendors.
 - › Maintaining the Files.
 - › Interacting with Vendors.
 - › Preparing Reports for Meeting
- **Company : B.G. Shirke**
Duration : 2 years.
Designation : Office Asst.
Reporting to : Production Manager
 - › Giving Work to the workers of the Company related to Construction
 - › Filing Reporting
 - › Updating Daily Report

Education Qualification: BCom, Pursuing MBA

Tools

- › MS Office
- › SAP
- › MSCIT
- › Tally 9.0
- › Advance diploma in Software Eng.
- › Diploma in Computer Graphics and Animation.

PERSONAL PROFILE

Name:	Mrs. Shraddha Ankush Potre
Date of birth:	19 th January 1989
Marital Status:	Married
Language Known:	English, Hindi & Marathi
Current Address: -	Laxmi Kunj, Nimbalkar Nagar, Porwal Road, Lohegaon, Pune – 411047.

Date –
Signature -