

CURRICULAM VITAE



Name : Gurunath P.Patil
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Visa Status : Visit Visa Till 24th May 2022

OBJECTIVE:

Administrative Assistant who goes above and beyond basic administrative tasks and takes on multiple project at once .Excellent work ethic and strength in boosting company moral

EDUCATION

1999-2000	Secondary School Certificate Kolhapur Board
2001-2002	Higher Secondary Certificate , Pune Board
2007-2008	Bachelor of Arts Nashik University

SKILLS

Excel Formatting (Eg. Vlookup,Concatenate, Len ,Micro, Countif, Hlookup, Pivot-table, Grafting, Hyper-link in excel) ,Data Management , MIS reporting

WORK EXPERIENCE

Oct 2017 to Feb 2022 - REC Engineering Pvt Ltd Belgavi - India as Admin Assistant cum Office Assistant

- Assisting with day to day operation of the HR functions and duties
- Providing clerical and administrative support to HR Executive
- Compiling and updating employee records (Hard and Soft Copies)
- Insuring all paper work received is scan and store both electrochemically and on the employees paper file.setting up maintaining a employees personal files
- Handling staff inquire ,attendance record , OT record on daily basis
- Monthly Salary preparing of employees , making payment slips,
- Updating monthly register eg. Adult worker , Bonus , Leave records,
- Gratuity Calculation ,leave encasement & full and final settlement
- Writing individual non standard letters and email to employees
- Assist with training c ordination by preparing training material updating training and request data base
- Answering phone call and dealing with inquiries and providing general information to job applicant regarding company HR procedures
- Preparing and issuing employment contract to new employee , making sure that all record or accurate
- Entered all customer orders and shipping tracking record with 99% accuracy

May 2017 to Sept 2017 - SUSHIL AUTO Pvt Ltd Belgavi -India as Admin Assistant

- Monthly Salary preparing of employees , making payment slips,
- Gratuity Calculation ,leave encasement & full and final settlement
- Writing individual non standard letters and email to employees
- Updating monthly register eg Adult worker, Bonus , Leave records, Gratuity Calculation
- Checking Attendance register, OT register,Accident register ,OT register updated
- Leave encashment & full and final settlement
- Solving the employee's queries relating to salary.
- Attend the Employees interview
- HR data and analytic.
- Maintaining the record of every employee

April 2008- Mar 2012-Larsen & Toubro Ltd,Mumbai -India as Data Entry Operator/ Computer Operator

- Coordinating with HR of 40 L&T Group of Companies for Inputs Masters of Employee
- Benefits & uploading the same in the payroll & Employee Benefit Cell system for Processing and payment.
- Processing of claims for reimbursement of Employee Benefits like LTA, Medical,
- Telephone , Mobile, Car Mileage, Driver Wages, Painting, Internet Data Card, Repairs & Maintenance, Club Subscriptions, Mobile & PDA instrument, etc
- Preparing Monthly Reports of allowances made to staffs.of Payments chart to be made through net banking to employees on daily basis.
- Preparing daily basis MIS of bank payment report.
- Handling email & telephone queries of L&T employees.
- Handling payroll of 2000 employees.
- Verified data and perform clerical tasks in the data processing function.in SAP System and ERP
- Prepared files, scan documents and images, and data entry specific to each individual document.
- Received and reviewed incoming work, contacting appropriate resources as needed.
- Compared data with source documents re-enter data in verification format to detect errors.
- Prepared necessary documentation (automated and manual) to account.
- Performed quality checks to ensure accuracy, integrity, and completeness after entry.
- Compiled, sorted, and verified the accuracy of data before it was entered.
- Located and corrected data entry errors or reported them to supervisors.
- Read source documents such as cancelled checks, sales reports, or bills, and entered data in specific data fields or onto tapes or disks for subsequent entry, using keyboards or scanners.
- Maintained operations by following policies and procedures; reporting needed changes.

Feb 2004- Sept-2007 Bharati Airtel Ltd Mumbai -India as Data Entry Operator/ Computer Operator

- Executed on daily data entry responsibilities for office service
- Used MS office daily including Outlook and Excel Devised several MS Excel macros to automate repetitive.
- Excelled in typing coursework , typing speed 38 wpm with zero errors ,
- Use office equipment such a scanners fax machines copies and printer
- Use basic keyboard typing to inter accounts into computer program for office use.
- Reviewed charged documents for accuracy as well as corrected errors return documents to source or enter missing data
- Went over previous data entry from years before upgrading when need be.
- Answer phones and scheduled appointment and meeting and greeted clients that walked in.

LANGUAGE KNOWN

English-Hindi Marathi

PERSONAL INFORMATION

Name : Gurunath P. Patil
Permanent Address : At Post - Kalkundri
Tal-Chandgad,Kolhapur
Date of Birth : 08th Jan 1984
Marital Status : Married
Nationality : Indian

DECLARATION

I hereby declare that all the information mention above is true and fair to my knowledge & belief.

Date :

Place : Dubai

(Gurunath P Patil)