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Thane West, Maharashtra 400602

Skills

- Hardware and software knowledge
- Microsoft Office Suite
- Document creation and presentation
- VLOOKUP, Pivot Tables, Data analysis tools
- AutoCAD, Pro/ENGINEER, SolidWorks
- Payroll and recruitment management
- Spine payroll system
- Employee onboarding and attendance tracking
- HR documentation and compliance
- Problem solving
- Attendance management
- Employee onboarding
- Recruitment management
- Team collaboration

Education

04/2008

B.Sc.:

S.I.W.S. College

Mumbai

GPA: 58.85%

03/2004

H.S.C.:

S.I.W.S. College

Mumbai

GPA: 43.50%

03/2002

S.S.C.:

Ahilya Vidya Mandir

Mumbai

GPA: 65.46%

Shravani Sourabh Chavan

Career Objective

Dynamic HR professional with extensive experience at Regent TATA, excelling in recruitment and payroll management. Proficient in the Spine payroll system and adept at employee onboarding, I leverage strong problem-solving skills to enhance team collaboration and drive organizational success. Committed to maintaining compliance and fostering a positive workplace culture.

Professional Experience

Regent TATA - HR-Executive

01/2025 - Current

- Managed end-to-end recruitment process including sourcing, screening, scheduling interviews, and onboarding.
- Conducted telephonic and in-person interviews to process appointment letters and joining formalities.
- Assisted the HR Manager with daily HR operations, documentation, and administrative support.
- Maintained and updated employee attendance records using attendance management software.
- Prepared and maintained daily HR trackers and reports to support payroll processing.
- Coordinated with the finance team for monthly payroll processing using Spine NX software.
- Participated actively in team-building and employee engagement activities.
- Handled HR document filing, employee database updates, and record maintenance.
- Supported CV screening and regular database updates for hiring requirements.

JBS Enterprises Pvt. Ltd. - Assistant - HR

Thane

08/2023 - 12/2024

- End-to-end monthly payroll processing for 200+ employees PAN India via Spine
- New employee onboarding and document verification
- Bank file preparation for salary disbursement (SBI & HDFC)
- Full & Final Settlements, PF/ESIC portal exits
- Issuance of HR letters (Experience, Relieving, Transfer, etc.)
- Monthly ESIC & PF Challans preparation and online payment
- UAN and ESIC number generation
- KYC verification for employees

Bharti Airtel Ltd. - FTA Spoke Manager

11/2013 - 08/2017

- Ensure document compliance for new customer activations (Prepaid/Postpaid)
- Lead FTA documentation as per TRAI policies
- Responsible for customer satisfaction through proper SLA and TAT adherence
- Manage documentation operations at spoke location

Bluestar NX - Office Assitant

03/2011 - 11/2013

- Managed internal communications and office inventory
- Scheduled deliveries and pickups
- Assisted receptionist and enhanced customer satisfaction
- Maintained supply and equipment records.

Scientific Apparatus Mfg. Co. - Office Assitant

01/2010 - 03/2011

- Created quotations, handled client billing and challans.
- Maintained organized documentation.

Hertz Technologies Pvt. Ltd. - Auto-Cad Operator

11/2008 - 12/2009

- Designed product frameworks and prototypes
- Used AutoCAD and other design tools for technical documentation
- Worked with engineers to align manufacturing and market needs

Personal Belief

Strongly believe in honesty and hard work

Personal Information

- Date of Birth: 10/30/86
- Gender: Female
- Nationality: Indian
- Marital Status: Married

Languages

- English
- Marathi
- Hindi

Hobbies And Interests

Listening to Music

Disclaimer

I hereby declare that all the information provided above is true to the best of my knowledge and belief. I am committed to hard work, effective communication, and delivering results under pressure.

Life Approach

Positive-minded

Technical Skills

M.S.C.I.T., 80%, Knowledge of hardware/software, MS Office Suite, MS Word, PowerPoint, WordPad, Notepad, WinZip, VLOOKUP, Pivot Tables, AutoCAD, Pro/ENGINEER, SolidWorks, Spine Payroll System