

PERSONAL INFORMATION

✉ **Email**
panchalmansi2111@gmail.com

☎ **Mobile**
(+91) 8866662694

📅 **Total work experience**
12 Years 0 Month

KEY SKILLS

Office coordination

MIS Report

Recruitment

Induction

Joining Formalities

Exit Formalities

Biometrics

SAP / ERP

Pre-Payroll Activities

Attendance management

Leave management

HR Administration

HR Generalist Activities

HR operations

Gujarati Typing

LANGUAGES

English
Hindi
Gujarati

HOBBIES

Art & craft

Mansi shrikant panchal

HR & Admin Executive

➤ PROFILE SUMMARY

I am experienced HR & Admin Executive with a track record of overseeing recruitment for building projects, ensuring timely induction for new joiners, and managing attendance through Biometric machines and SAP/ERP systems. Adept at handling exit formalities, achieving full and final settlements, and issuing relieving orders. Skilled in office coordination and HR administration. Proficient in IDS Software, CCC, SAP, and ERP. Well-versed in HR generalist activities and operations.

➤ EDUCATION

2022	○	PG Diploma in HR Dr. Baba saheb ambedkar university
2019	○	B.Com Dr. Baba saheb ambedkar university
2007	○	XIIth Gujarat Higher Secondary Board
2005	○	Xth Gujarat Board

➤ PROFESSIONAL EDUCATION

Diploma in Air Hostess & Hospitality Management course from highfly Management Consultancy since 2009 to 2010.

➤ COMPUTER PROFICIENCY

CCC

WORK EXPERIENCE

➤ **Apr 2021 - Jul 2024**

Executive – HR & Admin

SPG Infracon Pvt Ltd. (S/C of Patel Infrastructure Ltd.)

Monitor overall work of Jr. Executive at site level in Building Division. Work as a link between Head office and site office. Act as a Co-coordinator for all recruitment for all building projects. Complete new Joiner's formalities (arrange to get the from Employee details filled and send the same to HO and conduct his/her induction programmed) Ensure attendance process of employees through Biometric machine and proper entry of the same in SAP and ERP. Objective 2 Responsible for attendance and leave and send monthly report to HO. To send the separated employees Full and Final settlement within few days and shall be responsible for obtaining necessary No Dues clearance and send the same to HO for further process. Issue the relieving order and service certificate to the employee on the day of relieving with Co-ordination to HO.

Pre-Payroll Activities: - New Joining Details, Left Details, Salary Changes, Employee Transfer or Department, Attendance, Leaves, OT, Allowances, Deductions, Exit Details.

➤ **Feb 2020 - Apr 2021**

Executive – HR & Admin

Patel Infrastructure limited

Coordinate with head office, attendance, joining and exit process.

➤ **Mar 2018 - Feb 2020**

Operation Executive cum Administrator

T3 TRADE TOURS

Documentation, Coordinate with Customer -Wander-staff, Generate Invoice, Courier Management, Telephone Handling.

➤ **Oct 2010 - Sep 2017**

Coordinator

HOTEL SILVER CLOUD

Handle the guest and fulfill the requirements, coordination with staff's guest, billing Other admin work.

➤ **Mar 2010 - Oct 2010**

Room Service Order Taker

THE METROPOLE HOTEL

Telephone handling, hospitality, billing, coordination with customer, other back-office Work.

Thanks & Regards

Mansi Panchal