

Bhagyashri Ravetkar

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Current Address : A 11, Swami Narayan, Suncity Road, Anandnagar, Pune 411051

Seeking assignments in the HR or Administration department in an organisation with high repute.

EDUCATION & DEVELOPMENT

Education:

- B.Com – Pune University year 1999

Certifications:

- Computer course of CDAC of Office automation and Financial accounting
- Course of Tally 9
- Appeared for the course of Payroll and Compliance

CHRONOLOGY

Pugmarks Eco Tours Private Limited: January 2003 to July 2005, Since January 2008 - till date
Designation: Sr. Manager HR and Administration

About Pugmarks Eco Tours Private Limited

The Premier Adventure and Wildlife Travel Company in India. Pugmarks offers cherishable camping experience to youngsters all over India. The company have chaperoned school students, escorted families as well as professional groups to a variety of destinations. The vast experience enables Pugmarks to offer unique itineraries to their clients.

Work Profile:

2008 – May 2020

- **HR and Admin** – Salary calculations, Maintaining employee track record
- **Finance** – Cash and Cheque deposits, reconciliation of accounts, investing fund in mutual funds etc.
- Operating bank accounts by net banking, All tax payments
- Maintaining account payables
- Generating client invoices
- Vendor Payments
- Managing railway and Air tickets directly or through portal

Direct Deposits

- Online booking - Cross checking and Reconciliation
- Reconciliation of direct payments

Franchises Coordination

- Enrollments
- Payment reconciliation

Contributions

- Calculation of contribution amount of each and every school and corporate outing

Commission and Incentive

- Calculation of Franchises commission and Payment

Website and software

- Managing Pugmarks Web based software and website

Kothari Cars Pvt. Ltd. Authorized dealer of Hyundai Motors at Pune
: August 2005 to December 2007
Designation: Office Executive

Work Profile:

- Online receipt entries in software named GDMS (Global Dealer Management System)
- Online invoice making
- Monthly reports and Data Entry of customers in the above mentioned software
- Maintaining record of RCTC
- Corresponding with new customers – Thanks giving letters
- Corresponding with old customers – Post Delivery letters

Daily Kesari Newspaper
: August 2000 to December 2003
Designation: Computer Operator cum receptionist

Work Profile : - Worked as Computer Operator cum Receptionist in Daily Kesari for 3 years.

PERSONAL DOSSIER

Marital Status	Married
Children	One child
Date of Birth	16 th August 1978
Permanent Address	A – 11, Swami Narayan, Suncity Road, Anandnagar, Pune 411051
Nationality	Indian
Languages Known	English, Hindi, Marathi