Resume

Name : - Komal Rajendra Dighe Address : - Flat No. 103, Jyotirling Apts,

Nehru chowk, Aundgaon, Pune - 411007

Mob : - 9834674970

E mail id : - komaldighe700@gmail.com

# **Career Objective:** Looking for the opportunity to improve myself professionally. I would like to handle challenging task assignment and gives them a better shape through innovative.

##  Key Skills

* Knowledge of SAP
* MS-CIT
* Knowledge of MS Excel

## Work Experience

* **Infosys BPM Ltd. Hinjawadi Phase 2**

## HRIS Administrator (23rd dec 2019 – Oct 2022)

* + - Responsible for setting new employees and terminating them in SAP
		- Ensure all client services calls and master data queries are responded to and resolved within agreed timeframes and follow respective SLA’s
		- Implemented and managed human resource management system.
		- Prepared, maintained and updated employee data for HR information system.
		- Provide support for all customers, both internal and external. Develop and maintain healthy professional relationships with key stake holders, key customers, sites administrators and managers.
		- Collaborated with IT, finance, HR, benefits, payroll and other basic units
		- Provide training to new employees

## Vendor Master clerk (Sept 2022 -Sept 2023)

* + - Maintain vendor Master data and was responsible for setting up new vendors and updating current vendors
		- Support AP and vendors with invoice issues that are system related
		- Follow up on the vendors who repeatedly send paper invoices
		- Responsible for reporting on internal compliance related to vendor Master data
		- Provide Training to new employees

## Risk Ops Management ( Oct 23 - Feb 24)

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| * + - Categorised and validate transactions related to gas pipeline, power and electricity and attach them into phoenix application.
		- Performed rightfax validation.
		- Generate and validate Trade exception reports - PMI and EMT reports.
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|  | **Responsibilities** |
| * Maintain Employer Data base.
* Processing employee documents
* End to end database management
* Client co-ordination and integration regarding process
* Maintain the SOP'S
* Vendor master creation and updation
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| **Educational Qualification**  |
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|  | **Course/Degree** | **College Name** | **University/Board** | **Academic Year** | **Percentage** |
| B.Sc. (Comp. Science) | Marathwada Mitra MandalCollege, Deccan | Pune University | 2016-2019 | 57% |
| HSC | Marathwada Mitra MandalCollege, Thergaon | Maharashtra State Board | 2016 | 65.69% |
| SSC | Modern High School, Ganeshkhind | Maharashtra State Board | 2014 | 76.40% |
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## Strength

* Team player.
* Result Oriented towards work.
* Fast learner.
* Helpful in nature.

**Achievements**

# Won the Rising Star award for being a fast learner rose to the occasion when required and always ensure all the tasks are completed on time with no errors.

* Won two times Individual Extra Miler Award for helping the team in every possible way to achieve results on a consistent basis.

# Won Employee Engagement Award

## Personal details

* + **Name :** Komal Rajendra Dighe
	+ **Date of Birth :** 07th April 1999
	+ **Languages known :** English, Hindi & Marathi
	+ **Marital Status :** Single.
	+ **Gender :** Female
	+ **Hobbies :** Cooking, playing games, Listening music

The above information provided is true & correct to the best of my knowledge. Please kindly consider my application.

## Regards,

**Place : PUNE.**

## Dighe Komal Rajendra Date : / / 2023