

# Pooja Keshav Yadav

A-03 Shivalay Society near Piramal over bridge, Tarsadi, Kosamba - 394120, District  
Surat, State Gujarat.

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## Objective

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Driven by a passion for human resources and a desire to expand into finance, a proactive approach to supporting employee engagement and compliance has been demonstrated. With a strong foundation in HR functions and management, contributions are anticipated to align with organizational goals, fostering a collaborative and efficient workplace. Enthusiasm for continuous learning and professional development will support a meaningful impact in financial operations.

## Experience

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- KGK Groups** 2022 - To till date  
HR Executive
  - Provided support to employees with various HR-related issues and liaised with heads of department to find resolutions.
  - Employee engagement activities
  - Apprentice contract generation
  - Maintain Statutory Compliance as PF,ESIC,LWF
  - Filling EPF Claim Forms and ESIC registration.
  - Filling labour welfare fund forms
  - Keeping tracks of individual by filing document containing their whole documents.
  - Generating TIC card and making biometric cards by ESIC officers.
  - Employee joining Formalities
  - HR MIS Overseas
  - Receive manpower requirement list from overseas location (S.A.,Botswana,Namibia,Angola)
  - Employee trail , selection , documentation , visa process
  - Overseas recruitment tracker maintain
  - Maintain MRF Tracker sheet and send weekly to respective location
  - Coordinating with employees and Travel agent
  - Travel plan & booking of Internal employees
- Shaurya Management** 2021 - 2022  
Service Administration  
Proceeding MSME subsidy loans for small and mid-cap companies, including partnerships and proprietorships:
  - Conducted in-depth assessments of client eligibility for various MSME subsidy schemes.
  - Prepared comprehensive loan applications, ensuring adherence to government guidelines and bank requirements.
  - Accurately compiled and submitted necessary documentation, including financial statements, project reports, and legal papers.
  - Liaised with government agencies and banks to expedite the loan approval process.
  - Monitored loan disbursement and utilization, providing timely updates to clients.
  - Built strong relationships with clients by providing exceptional customer service and timely updates.
  - Addressed client queries and concerns promptly and professionally.
  - Offered guidance on loan eligibility criteria, documentation requirements, and post-disbursement compliance.
  - Stayed updated on the latest MSME subsidy schemes, guidelines, and regulations.
  - Maintained accurate and up-to-date records of client applications, loan status, and disbursement details.
  - Financial Acumen: Strong understanding of financial statements, cash flow analysis, and project costing.
  - Regulatory Knowledge: In-depth knowledge of MSME subsidy schemes, government policies, and banking procedures.
  - Technical Proficiency: Proficient in MS Office Suite (Word, Excel, PowerPoint), and relevant financial software.

## Education

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- E.E. Dawjee English Medium School** 2014  
HSC
- E.E. Dawjee English Medium School** 2016  
SSC
- Veer Narmada South Gujarat University** 2019  
Bachelors of Commerce
- Vignan University** 2024 - Pursuing  
MBA in Finance and HRM

## Skills

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- Communication skills/Active Listening • Good Team Player • Hardworking and Decipline. • Problem solving • Client Relationship Management/Employee relation • Data Management