

CURRICULUM VITAE

YOGESH ANNASAHEB KALE

Flat No-b-6, Gurushishy prangan

khadi road devlai ,Aurangabad – 431001

Contact No –7304235552

Email-Id – kale.yogesh90@gmail.com

CAREER OBJECTIVE:

To be associate with a firm this provides career development opportunities and contributes in it's progress through my knowledge and skills.

PERSONAL QUALITIES:

- Looking To Progress in the Roll
- Ability to Adapt Changes
- Very Much Keenin Learning the New Systems/Things Reg. HR &Admin.
- Eger to Complete the Task within the Stipulated Time Period.

TOTAL EXPERIENCE:

- Having 8 Years of experience in Human Resources.

WORK EXPERIENCE:

Shree Ganesh press N coat IND pvt Ltd

Present Employee

Designation: Officer HR & Admin

Working from 22th Feb 2024 to
till date.

➤ **SOM Autotech Pvt Ltd**

Past Employee

Designation: Officer HR & Admin

Working from 24th April 2023 to
21 Feb 2024.

➤ **Badve Autocomps Pvt Ltd**

Past Employee

Designation: HR Assistant

Working from June 2022 to till 28th
April 2023 date.

➤ R.J. Group of companies

Past Employee

Designation: Assistant HR Working
from August 2014 to June 2022.

JOB RESPONSIBILITIES:- Key Strength

- Manpower Planning.
- Joining Formality.
- Administration.
- Exit Formality.

HRD Activities

- Manpower Planning & Budgeting.
- Contractor wise and department wise daily (requirement v.s. Actual)
- Department wise labour cost Report
- Contractor statutory compliance monthly verify
- Attendance regulation and timely updates, getting the monthly attendance records and data from the system administration department
- Responsible for sending the payroll data to finance department on monthly basis for salary processing.

ADMINISTRATION ACTIVITIES:

- Administrative Activities like Hotel Booking, Taxi Booking, and Guest Management.
- Responsible For Employee's Welfare Activities, Maintain of First Aid Box Etc.
- Responsible For All Admin Work Related To Office.
- Responsible For The House Keeping Activities.
- Supervision of general administration like Housekeeping, Security and maintained of office premises, printing and stationary and day to day administrative work.
- Looking After Canteen Activities & Also Bill Checking.

WELFARE ACTIVITIES:

- Issuing Uniforms, Aprons & Safety Shoes To The Employees.
- Arrangement of Any Other Incidental Events/Programs for the Employees.
- Issuing I Cards & Uniforms to the New Joiners in Staff.
- Providing & Responsible Canteen Facility for All the Employees.
- Issuing Uniform & Safety Shoes Every Year To The Workmen.

STATUTORY COMPLIANCES:

- Preparing monthly new joining ESIC E-Pehchan Card basis through "ESIC Portal".
- Settlement of PF withdrawal & maintain the tracker for PF withdrawal, pension claim and PF Transfer settlement. To update the PF KYC documents
- Gratuity Settlement – Gratuity claim clearance of left employees.
- PF, ESIC, PT challan prepare and submit portal

EDUCATIONAL QUALIFICATION :

Exam	Year	Name of Board/University	Percentage
B.Com T.Y	April 2012	Dr.B.A.M.U Aurangabad	61.56%

H.S.C	Feb 2009	Pune Board,Au'bad Division	67.%
S.S.C	March 2007	Pune Board,Au'bad Division	56.61%

TECHNICAL SKILLS:

- Passed MS- CIT in the year 2011 with 84 %.

PERSONAL INFORMATION :

Name	:	YOGESH ANNASAHEB KALE
Date of Birth	:	03 March 1990
Gender	:	Male
Marital Status	:	Married
Address	:	Flat No-b-6, Gurushishy prangan khadi road devlai ,Aurangabad - 431001
Languages Known	:	English, Marathi, Hindi
Nationality	:	Indian

DECLARATION :

I hereby declare that the information furnished by me is true to the best of my knowledge and belief.

Date :- / /

Yours Faithfully

Place:- Aurangabad

Yogesh.A.Kale