

Curriculum Vitae



YOGESH MAHESHBHAI GAJJAR

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❖ CAREER OBJECTIVE

To put in my best effort for a high quality organization, which has a conducive work environment, provides opportunity for career progress. In addition would like to gain my experience by working with high quality organization.

▪ EDUCATIONAL QUALIFICATION

- PGDHRM, Complete in 2019 with English, B-Grade – Gujarat University, Ahmedabad.
- B.Com. Complete in 2012 with second class – Gujarat University, Ahmedabad.
- HSC Complete in 2007 with 51% – GHSEB, Ahmedabad.
- SSC Complete in 2005 with 52% – GSEB, Ahmedabad.

▪ WORK EXPERIENCE

1. Shalby Limited. In Ahmedabad, Gujarat.

Presently working as **Assistant Manager – HR Payroll & Compliance** (From April-2023 to Till Date)

▪ About

- Handling employee's payroll & HR process across Gujarat.
- UAN Generation, Online Approval of PF Transfer claims, KYC, Basic Modification, JD Preparation etc.
- Attendance Management, Leave Management and absenteeism management through excel and internal software of payroll processing.
- Sound knowledge in statutory compliance like PF/ESIC/PT/LWF and labour laws under the contract acts.
- F&F Processing, Gratuity Calculation, Bonus Calculation.
- Prepare MIS and attrition reports

2. **Quess Corp Limited.**

My work location is client place (Vodafone Idea Ltd.) In Ahmedabad, Gujarat.

Presently working as **Team Leader – HR Operations** (From January-2017 to March-2023)

■ **About**

- Handling multiple accounts (Clients) with 1500+ employee's payroll & HR process across Gujarat.
- Attendance Management, Leave Management and absenteeism management through excel and internal Quess software of payroll processing.
- Sound knowledge in statutory compliance like PF/ESIC/PT/LWF and labour laws under the contract acts.
- Prepare MIS and attrition reports

❖ **Details Wise Job Responsibilities**

■ **On Boarding & Induction**

- One point contact for releasing the offer to the candidates & set them through as per the pre-joining requirements.
- Responsible for handling end to end Joining formalities for the new joiners on Day 1
- Connect with the new joiners in the initial 30 – 60 days & set them for success.

■ **Payroll & MIS**

- Client associates (Contractual Employees) payout processing.
- Handling & timely response of associate's payouts grievance to the concerned stake holders.
- Coordinating with Operations for payouts related inputs.
- Coordinating with Operation HR & insurance department on associate's insurance cards, claims, claims settlement etc.
- Ensuring and managing of associate's payouts related documents.
- Ensure monthly master MIS of employees in place & updating real time date base.
- Corporate MIS & Maintaining HRIS (on rolls & off rolls Employees).
- Participate and initiate for automation/digitalization of payout processing.
- Verification and processing of divisional employees monthly conveyance, incentives, expense & mobile Reimbursement etc.
- Following the internal guidelines & processes in order to release the payments.
- Preparation & Updation of adhoc reports under various projects.
- Handling end to end payroll for 900 Associates (Contractual employees).
- Co-ordination with all contact agencies for Statutory Compliance audit.

■ **Medical Insurance**

- Bi-monthly data sharing to Medical Insurer (in view of consolidation of Medical Insurance).
- Update data to be inclusive of new joiners and attires for the period.

■ **Connect**

- Manage employee relations through frequent interactions and guidance provided to employees.
- Driving all key initiatives till the last mile & make it a success.
- Ensure all CMM & disciplinary issues are well tracked & communicated to the employees as per company guidelines.

■ **Attrition Control & Retention**

- Protectively act as EWS for the employees & sit through for all retention discussions.
- Ensure retention tools to be efficiently utilized with better result.
- Responsible for publishing various dashboards in order to track the attrition @ various stations & guiding further.

■ **Vendor Management**

- Co-ordination with all contact agencies/vendor for Statutory Compliance audit quarterly.
- To check new vendor registration process that vendor valid or not.
- Co-ordination with all contact agencies/vendor for any discrepancy or not
- To check and register new vendor in our internal software.
- To manage vendor's bills and expenses for proceeding final payment.

3. Adecco India Pvt Ltd. Deployed to Vodafone Mobile Services Ltd. In Ahmedabad, Gujarat

As an **Assistant Human Resource** HR - Department **from Sep-2015 to Dec-2016.**

- Associates payout processing.
- Coordinating with Operations for payouts related inputs.
- Coordinating with Operation HR & insurance department on associate's insurance cards, claims, claims settlement etc.
- Ensuring and managing of associate's payouts related documents.
- Ensure monthly master MIS of employees in place & continuous updation on need basis.
- Corporate MIS & Maintaining HRIS for (On rolls & off rolls Employees).
- Verification and processing of divisional employees monthly conveyance, expense reimbursement.
- Preparation & Updation of adhoc reports under various projects.
- Handling end to end payroll for 1000 Associates (Off rolls).
- Co-ordination with all contact agencies for Statutory Compliance audit.

4. Adecco India Pvt Ltd. Deployed to Vodafone Shared Service Pvt Ltd. In Ahmedabad, Gujarat

As an **Assistant CRMON** (Credit Monitoring) Department **from Apr-2014 to Aug-2015**

- Performing Error Free Credit Monitoring Activities for Circles (Gujarat, Karnataka, AP, Kerala, Chennai & Rest of Tamilnadu).
- Performing Reconciliation Process And Highlighting Error And System Discrepancy If Identified Leads\Process Efficiency And quality management
- Analyze Credit Worthiness Of The Customer By Performing Various Analyses Of Various Circles Pan India.
- Effectively Handling All The Activities During The Holiday And Roster.
- Take Credit Action Against Clients With High Usage, Failed Commitments, Etc.
- Ensure Completion Of All Activities Within Specified Tat – Credit Status / Limit Review.
- Daily and Monthly MIS reporting for Circles (Chennai & Rest of Tamilnadu).
- Have Proficient Knowledge of both Application BSCS & Amdocs.

5. DB Corp Ltd. (DIVYA BHASKAR & DNA) In Ahmedabad, Gujarat

As an **MIS Executive** back office - **Circulation (SMD-“Sales Market & Development”)**
From Nov 08, 2008 to Apr 04, 2014

■ **MAIN JOB RESPONSIBILITIES**

- Operate (SAP - “Systems Applications & Products”) & Necas oracle Software in Divya Bhaskar
- Training of SAP Version 7.1 at Ahmedabad (H.O) of all Bhaskar Group in Media Sales & Distribution (2011).
- Establishing a Network of Hawkers for Circulating of 4 Lac Copies per Day in Ahmedabad City.
- Responsible For All The Activities Related To Circulation Product Development.

■ **Details Wise Job Responsibilities**

I was responsible for Sales growth, recovery, coordination, branding as well as events also. I was looking after the sales of products i.e. DIVYA BHASKAR AND DNA (Eng. & Guj.). There are 1835 vendors in my center area.

■ **Center Covered:-**

KALUPUR, KHANPUR, INCOMETAX, PALDI, PANJRAPOLE, MANINAGAR, BAPUNAGAR, SABARMATI, NEW VADAJ, NARODA & GANDHINAGAR

■ **Making daily MIS report (DB, DNA) & Exchange report**

- Sale and exchange entry in (SAP-“Systems Applications & Products”) (Credit Note, Billing & Bill To Clear Outstanding)
- Checking daily center report and sale report
- Co-ordinate with auditor regarding audit of MIS Sale report, receipt register, Exchange report.
- Co-ordinate with cashier regarding query related to coupon payments in Necas(Oracle) entry
- Finalization of Divya Bhaskar, Jan-Jagruti & DNA print order (Ahmedabad city Only)
- Daily filing of center reports & receipt register for Local & (ABC- “Audit Bureau of Circulation”) audit purpose.
- Other report as per management requirement
- Daily complimentary coupon reimbursement in (SAP - “Systems Applications & Products”) & Necas (Oracle).
- Daily solution of Center hawker's problem

6. MANAN AUTOLINK PVT.LTD. In Navrangpura, Ahmedabad

As an DMS Operator Back Office from Apr-2006 to Sep-2008

- Walking & Tele verification Customer's inquiry punching in Oracle software.
- Allocate to inquiry every team member one by one.
- Every Morning Generate Follow-Up Sheet Of Field Executive For Field Purpose & Evening Around 7:00 PM back Received Follow-Up Sheet because what's the work behalf on Follow-Up Sheet after in writing remarks mention By Field Executive(i.e. Customer's Contactable or not, If not so what time Contact to Customer).
- Also booked new Car docket entry in Oracle Software.

■ **Interests**

- Listening to Music.
- Watching Television (Movies, News and Songs).
- Travailing,
- Cricket, Hand Ball, Badminton, Carom.
- Innovative Friends.
- Weekend spend time with Family.

■ **Personal Details**

- Date Of Birth :- 18th September,1988
- Birth Place :- Kalol, Gujarat
- Linguistic Proficiency :- English, Hindi and Gujarati
- Marital Status :- Married
- Nationality :- Indian

■ **Computer Proficiency**

- Application Software :- MS-Office, Outlook, Internet, SAP-7.1, Oracle-6.0, BSCS, AMDOCS, EVO
- Operating System :- Windows-95/98, Windows XP, Windows-07, Windows-08, Windows-10

■ **Strengths**

Strong Analytical Skill, Effective communication, Strong customer brand relationship, extend any organization, Business to different segments of customers at different Area. Willing to business travel.

■ **Award & Accolades**

- In Month of October-2019 got **"The Performance Excellence Award – Q1"** (Apr-19 to Jun-19) **"Quess Corp Ltd"** S.G Highway Ahmedabad Gujarat.
- In Month of April-2018 got **"The Performance Excellence Award – Q3"** (Oct-17 to Dec-17) **"Quess Corp Ltd"** S.G Highway Ahmedabad Gujarat.
- In Months of October-2016 got **"Well done"** award Certificate for living & working the Vodafone way in HR (Faster, Smarter & Smoother) **"Vodafone Mobile Service Ltd"** S.G Highway Ahmedabad Gujarat.
- In Month of September-2014 got **"Super Star Batch"** because I Handled 3 circle's Activity in Roster day/Holiday and complete all activity process end to end within time line. (For circle **Chennai, Rest Of Tamilnadu & Andhra Pradesh**) **"Vodafone Shared Services Ltd"** S.G Highway Ahmedabad Gujarat.
- Certified User of (SAP-"Systems Applications & Products") in 2011 at DB Corp Ltd. S.G highway Ahmedabad Gujarat.
- Awarded with 1st level certificate of shotput throw competition in National High School Ahmedabad Sola Road – 2007.
- Received 1st level certificate of shotput throw competition in National High School Ahmedabad Sola Road – 2006.
- Played State Level Softball Tournament, Ahmedabad Gujarat - 2005 & 2006.