

Yogesh Kedar

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 Pune

Objective

I want to work in an organization that provides me challenging opportunities for enhancing my skills and knowledge so that I would direct that into meaningful contribution towards meeting organizational and personal goals.

Experience

Xpress bees (Busy bees Logistic Solution Pvt Ltd), Pune
(HR Executive) Jan-2022 - Present

- Assisting to Manager for payroll activities.
- Weekly Fuel calculations
- Assisting employee relations issues
- Maintaining employee records and ensuring compliance with legal requirements
- implementing HR policies and procedures
- Coordinating with 50+ Vendors for Off role employee's payroll activities
- Creating Admin IDs for new joining employee through HRMS Portal
- Assisting to Manager to upload compliance documents on Reliance Portal(Client)

Education

MBA 2020-22 8.44 CGPA
(Marathwada Mandal's Institute of Management, Education Research & Training (IMERT), Pune)

B. Sc 2018-22 6.54 CGPA
(Fergusson College, Pune)

Certificates & Projects

1. "The Survey on Job Satisfaction"
(Project-Completed in period of 11/2021 to 12/2022 at Innothoughts system)
2. Speak fast Foundation ELTIS (English Language Symbiosis, Pune Teaching Institute of Symbiosis)

Tech Skills

- Proficient in MS-Excel, MS- Word and MS-PowerPoint.

Soft Skills

- Strong critical thinking
- Sense of responsibility, proactive and high quality work standard
- Adaptive and quick learner
- Ability to work in High Pace environment

Interest & Hobbies

- Cricket, Reading News Paper, Stock Market, Politics, Trekking, exploring new places .

Personal Details

- Date of Birth: May 24, 1997
- Languages: English, Hindi, and Marathi
- Family Members include - Father (Government Servant), Mother (Housewife), Grandmother.

