

RESUME

YOGESH KAMBLE

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CAREER OBJECTIVE

To pursue a rewarding and challenging career in esteemed organization this would be mutually beneficial in terms of learning experience and contribution to organizational growth.

WORK EXPERIENCE:-

CURRENTLY WORKING:

1) Ellisys Technology Ltd

- Designation : Executive-Support & Implementation(Payroll)
- Duration : March -2023 to current

All Roles And Responsibilities:

- Implemented payroll policies and procedures to ensure compliance with regulatory requirements.
- Generated payroll reports and analyzed data to support decision-making.
- Resolved payroll discrepancies and communicated effectively with employees and management.
- Handling Income tax, Etds return & Form16 related queries and give solution on it.
- Provide timely and satisfactory Payroll support to clients over the phone, email, web chat and in person
- Well Understand client Payroll & Attendance related queries and give one stop solutions.

2) Paysquare Consultancy Ltd.

- Organization: Paysquare Consultancy Ltd.
- Designation : Senior Payroll Analyst
- Duration : July- 2019 to March-2023

All Roles And Responsibilities:

- End to End payroll processing with well accuracy level.
- Handling 3000+ headcount account
- Take care about statutory compliances PF, ESIC, PT
- Client(Employees) Investment Declaration/ Actual checking
- Processing outside Reimbursement.
- Quarterly eTds return filing & yearly form 16 activity
- Take Care about all payroll activity with JV preparation
- Preparing Full and Final settlement

3) Automotive Stampings and Assemblies Limited

- Organization: SSK Management Services (Automotive Stampings & Assemblies Ltd, Bhosari)
- Duration : January 2018 to June-2019
- Designation :HR Associate

All Roles And Responsibilities:

- Time office functions (Attendance, Leave & records)
- Ensuring contract labour supply and compliance.
- Contract bill checking and processing .
- Housekeeping of inside & outside of factory premises.
- Transport Co-ordination,Canteen Administration
- PR/PO Processing of monthly bills.
- Hiring of temporary employee's in system

4) Tirupati Enterprises

- Organization : Tirupati Enterprises
- Duration : April-2015 to Dec-2017
- Designation : HR/Admin Assistant

All Roles And Responsibilities:

- Performed general office duties and tasks.
- Handle Payroll, Salary Processing,
- Handling Statutory Compliances PF, ESIC, PT& MLWF
- Monitored and recorded company expenses.
- Every month billing of company
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Award And Achievements

Received Rising star Award in 2019 & Extra Miller Award 2022 in Paysquare Consultancy Ltd

Computer Skills

☐☐SAP, Precision, Microsoft Word, Excel, PowerPoint, Outlook Express.

Extra Curricular Activities

- Certification Course In Human Resource
March-2019 to Jul-2019

ACADEMIC QUALIFICATION

- Bachelor of Commerce (2015) .
- HSC (2010)
- SSC (2008)

PERSONAL DETAILS

Father Name: Yuvraj Kamble

Date of Birth: 22 May 1993.

Languages known: Marathi, Hindi and English.

Date:-

Place:-

Yogesh Yuvraj Kamble