



IN00100660

**Parag Shinde | Statutory
Compliances Manager | 13.0
years**

**Company: Paysquare
Consultancy Ltd**

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Date of Interview: Thu, Jul 4, 2024 11:00

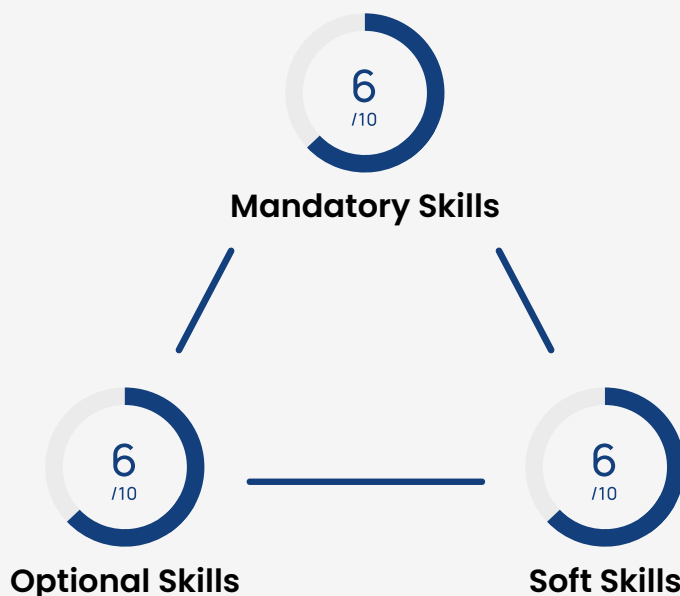
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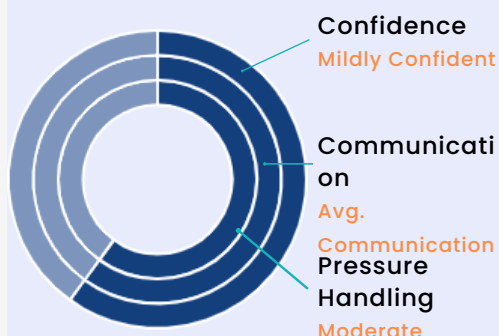
Resume Summary

- 13+ years of experience as an HR Generalist with expertise in operations and statutory compliance. - Current role as Manager – HR (Statutory Compliance) at Hinduja Global Solutions Ltd., Pune. - Experience in HR operations, administration, statutory & regulatory registrations, contract labor management, and liaising with government agencies. - Proficient in remittances, return filings, audits, and compliance tracking. - Managed recruitment, selection, onboarding, payroll, employee grievances, and training at BR Fashion & Group of Companies. - Handled HR activities for multiple entities and provided updates to the Board of Directors. - Previous roles include Associate Operation Manager at Aparajitha Corporate Services Pvt. Ltd., and Sr. Manager (HR & Admin) at IONEX ENVIROTECH PVT. LTD. - Skilled in human resource planning, policy development, staff welfare, training, and public relations. - Educational background includes an MBA in Personnel Management, LL.B, and B.Com. - Additional qualifications in cooperation

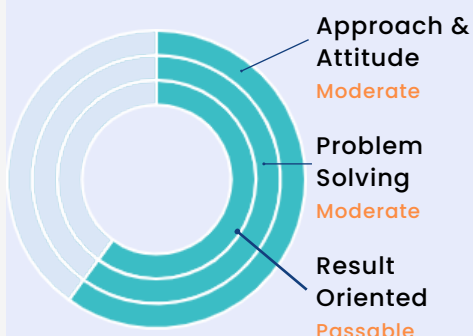
Overall skills



Soft Skills



Analytical Skills



Leadership Skills



Mandatory Skills



Labour Law

Above Average



Statutory Compliance

Above Average



Client Relationship M...

Above Average



Team Management

Above Average



Optional Skills



Legal

Above Average



Liasoning

Above Average

Final Remarks

Strengths:

- Experience in HR statutory compliances.
- Knowledgeable about various HR compliance areas such as Shop Act, Trade License, PF, PT, ESIC, Bonus, Maternity, Gratuity, and Employee Compensation.
- Experience in handling multiple clients and ensuring compliance across various branches.
- Familiarity with the process of filing necessary forms and maintaining compliance records.



Weaknesses:

- Uncertainty in providing accurate details about PF and ESIC deductions and administrative charges.
- Lack of familiarity with risk assessment in compliance.
- Inability to clearly articulate the process of obtaining a Shops and Establishment Act license.

Conclusion:

The candidate demonstrates significant experience and knowledge in HR statutory compliances. He has answered the question very well and he is working in the same domain with adequate knowledge. He answered very structured manner. His performance can be classified as above average.

1. How do you stay updated with changing regulations and laws?

As per the candidate, he gets the information circulated by his organization and updates himself by the concerned website etc.

2. Have you handled compliances for Clients? If yes what was the count



The candidate has answered that his company makes the checklist before proceeding with any audit and does the audit according to the checklist as per the size and need of the organization.

3. Have you handled Labour Law Compliances ? Please describe each compliance

The candidate has the overview of the labor law and understand the compliances.

4. Have you handled team ? What was your team size (Direct Reportees)?

The candidate works in a team size of 27 associates he reports to the General Manager and seven associates report to him.

5. Have you handled Legal matters related to PF, PT., ESIC, MLWF, TAX or any other regulations in India? If yes please describe any challenging case which you have resolved or tried your efforts

As per the answer of the candidate he understands the Labour Law, the candidates are mainly working in the compliance domain hence his knowledge matches with the JD.

6. How do you conduct Compliance risk assessments ?

The candidate was bluntly answered he never worked on risk assessment because the other team is working on risk assessment in his organization.

7. Describe a situation where you faced a Compliance challenge and how you handled it.

As per the candidate, the organization has made a team for the area of specific domains and compliance, hence whenever help is required they discuss with the organization to resolve such issues.

8. How have you handled team dynamics or ?

As per the candidate the SOPs are defined for all the compliances and employees are given the responsibilities of their respective roles and responsibilities.



9. How do you ensure that employees understand and follow Compliance policies

As per candidates, the company is circulating the updates of new rules and regulations from time to time.

10. What makes you a strong candidate for this position

As per the candidate, he measures himself well in compliance with 13 years of experience, hence the candidate's knowledge matches with the JD.

11. Mention your Current CTC , Expected CTC , Notice period and reason for looking for a change in job?

The candidate is getting CTC Rs. 9 Lac per annum fix and 1 lac variable and the expected CTC is 11 Lacs per annum. The reason for the changes is better prospects.

12. Are you open to work in Pune?

The Candidate is working in Pune and is ready to work in Pune.

13. Are you willing to travel pan india for office work for not more than 2-3 days in a month?

The candidate has answered this question that he is ready to travel anywhere in India.

14. Can you explain the role of Compliance in safeguarding an organisation's reputation

The candidate has answered very specifically to this question that he is working in the compliance domain hence his knowledge is a match with the JD.



15. Could you describe the steps you would take to ensure our organization was compliant as per Indian Labour Law and Compliances?

The candidate has answered this question very well.

Soft Skills

Confidence (Mildly Confident)

Somewhat likely to be confident in one's own skills, abilities, and knowledge. Moderately confident while meeting new people and working towards achieving results.

Communication (Avg. Communication)

Somewhat likely to be able to structure one's thoughts and communicate in a clear, concise, and accurate manner. Moderately likely to be a good listener.

Pressure Handling (Moderate)

Somewhat likely to deal effectively with work pressure and gets stressed out easily. Moderately capable to utilize time and resources effectively in demanding and challenging situations.

Analytical Skills

Approach & Attitude (Moderate)

Somewhat likely to be quick to congratulate coworkers to build trust.

Problem Solving (Moderate)

Somewhat likely to identify potential problems or investigate them in greater depth and choose the best solution. Identifies risks and takes appropriate actions.

Result Oriented (Passable)

Somewhat likely to be able to achieve results on time. Moderately enthusiastic while working on challenging tasks.



Leadership Skills

Decision Making (Moderate)

Somewhat likely to take inputs before making important decisions. May occasionally weigh the possible consequences of decisions.

Team Management (Decent Synergism)

Somewhat likely to effectively manage the team. Occasionally guides the team, tracks team progress, and anticipates roadblocks. Motivates team members and provides meaningful feedback.

Accountability (Somewhat Accountable)

Somewhat likely to make sure one's own and team's tasks are completed on time. Moderately accountable for one's own and team's failures and successes.

Screenshots



Very Poor : ≤ 2 Poor : 3 to 4 Average : 5 Above Average : 6 Good : 7 Very Good : 8 Excellent ≥ 9