



IN0098974

**Neeraj Agiwal | Statutory  
Compliances Manager | 10.0  
years**

**Company: Paysquare  
Consultancy Ltd**

neeraj.agiwal@gmail.com |

+917057777987

Date of Interview: Sat, Jun 22, 2024

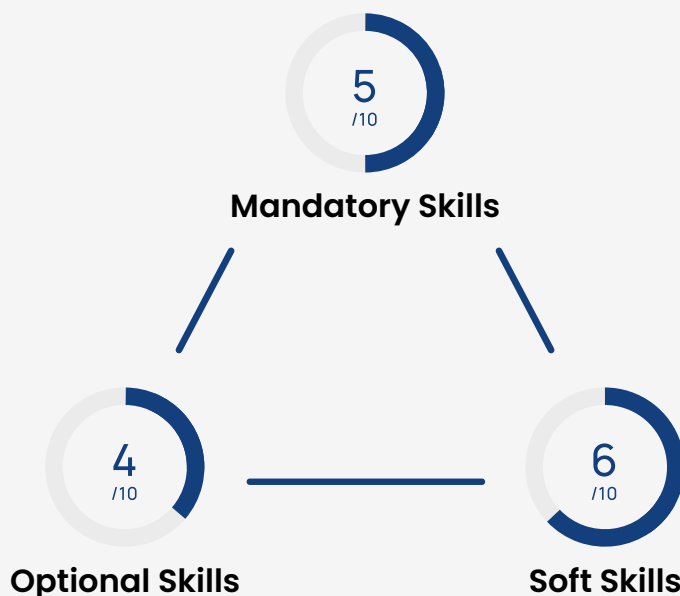
9:00 AM



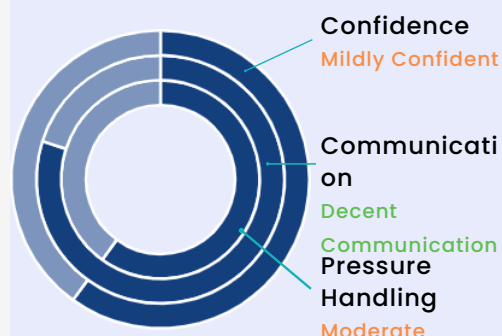
## Resume Summary

- 12+ years of experience in legal and HR roles. - Expertise in drafting various agreements (domestic & international), including product/service agreements, MOUs, NDAs, and more. - Experience in litigation work, including drafting replies, attending hearings, and maintaining legal trackers. - Proficient in secretarial and finance tasks, such as drafting meeting notices, compliance work, and issue/redemption of debentures. - Skilled in risk management, budget planning, invoicing, and MIS work for international clients. - HR experience includes drafting policies, conducting training sessions, and implementing regulations. - Compliance work for NGOs, including legal documentation, fundraising, and social media promotion. - Liaison experience with top consultancy firms and clients like L&T Housing, Bajaj Finance, and more. - Coordination with various departments to accelerate tasks and reporting to senior management. - Educational qualifications include LL.M, MBA, M.Com, MA, CS-PI-1 and WPD.

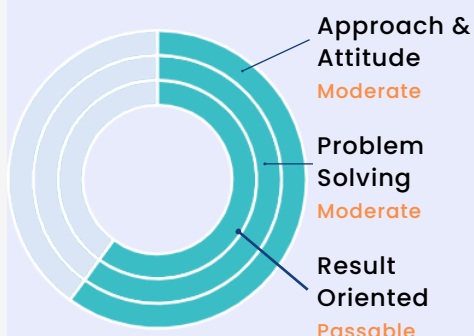
## Overall skills



### Soft Skills



### Analytical Skills



### Leadership Skills



# Mandatory Skills



Labour Law

Poor



Statutory Compliance

Average



Client Relationship M...

Above Average



Team Management

Above Average



# Optional Skills



Legal

Poor



Liasoning

Poor

## Final Remarks

### Strengths:

- The candidate has basic experience in HR and legal compliance roles.
- The candidate has a basic understanding of payroll and taxation processes.
- The candidate has experience with large teams and multinational companies.

### Weaknesses:

- The candidate's understanding of the Factories Act, specifically the criteria for defining a factory is incorrect.
- The candidate does not know the Provident Fund ceiling limit and bonus act.
- The candidate was unable to clearly explain risk assessment procedures and compliance checks.
- The candidate is Confused about the recruitment and selection processes.

### Areas of Improvement:

- The candidate should learn a clear understanding of ESIC rules and their full form.
- The candidate should update knowledge on Provident Fund ceiling limits and bonus act regulations.
- The candidate should learn about the differences between recruitment and selection processes.
- The candidate should develop a clear process for risk assessment and compliance checks.

### Conclusion:

The candidate has a decent academic background and relevant HR experience, but significant gaps in technical knowledge related to labor laws and compliance. He has a fair knowledge of client relationships and team management. Also, he has a poor understanding of labor law. Overall the candidate is rated as average based on his interview performance.



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

The candidate has answered very well of this question he refers to the journal and Google.

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



The candidate matches the defined SOPs with the practical aspect that needs to be checked.

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

The candidate has an overview of the Labour Law but does not have a deep and sound knowledge of the labor law and statutory compliance. He possesses a law degree hence he has an understanding of the same. However, he explained that he never worked in such an environment where he needed to work hands-on for statutory compliances, in the past companies the consultant and advisors did such work.

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

The candidate is working with a team of 3 directly reporting to HOD.

## 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

The candidate mentioned that legal matters are handled by consultants or advisors.

## 6. How do you conduct Compliance risk assessments ?

The candidate has answered very well while checking they match the written SOPs or rules with the practical process.

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

The candidate mentioned very clearly that he takes the help of consultants or advisors appointed by the company during any compliance issues.

**8. How have you handled team dynamics or ?**

The candidate will report to his HOD and very well understands how to work in a company environment, hence he is comfortable.



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

The candidate mentioned that he displayed the rules and regulations and required norms on the Notice Board.

**10. What makes you a strong candidate for this position**

The candidate has an adequate degree for this required position.

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

The candidate is ready to join as per the company norms because the candidate requires a job.

**12. Are you open to work in Pune?**

The candidate is comfortable and 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 is ready to travel anywhere in India for office work.

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

The candidate answered but did not have sound knowledge of Liasoning and compliance.

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

The candidate is not ready to answer this answer because he does not have adequate knowledge of labor law.



### 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 (Decent Communication)**

Likely to be able to structure one's thoughts and communicate in a clear, concise, and accurate manner. Likely to be a good listener and may often participate in business conversations.

#### **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 :  $\leq 2$  Poor : 3 to 4 Average : 5 Above Average : 6 Good : 7 Very Good : 8 Excellent  $\geq 9$