

Mandar Vinod Joshi

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➤ **Professional Summary**

- 6 years combined experience in Human Resource, Recruitment & Labour Laws Compliance.
- 2 years versatile experience in Stock Market Trading. (BSE, NSE, Derivatives & Commodity)
- 1 year hands on experience of IT Hardware & Networking. (Servers, Routers, Switches, & Hubs)

➤ **Key Skills**

- Liaisoning with Government Authorities and ability to interact with employees at all levels to resolve queries and grievances related to PF, ESI, and Payroll.
- Quick learning of new things and excellence in work performance.
- Creative mind set to approach the challenges, problems in different prospective.

➤ **Key Responsibilities in various jobs**

- Attended PF Trust Audit & Contractors Audit conducted by EPFO Enforcement Officer of Pune.
- Participated in Contractor Audit conducted by Principal Employer-Toyota Kirloskar Motors, Bangalore.
- Conducted Statutory Labour Laws Compliance Audit of Pan India Branches of Bajaj Allianz General Insurance.
- Conducted Statutory Labour Laws Compliance Audit of Various Contractors of Konecranes Pvt. Ltd.
- Handled Labour Laws Compliance activities related to Merger and Acquisitions of the Company.

➤ **Job Profile & Employment**

Principal Employers	On Contract	Designation	Period	
Vodafone India Services Pvt. Ltd.	Aparajitha Corporate Services Ltd	HR Executive	January-2023	till date
Sandvik Coromant India Pvt. Ltd.	Sri Management Consultants & Placement Services	HR Executive	March-2021	December-2022
Vodafone India Services Pvt. Ltd.	Aparajitha Corporate Services Ltd	HR Executive	July-2019	February-2021
Sri Management Consultants & Placement Services		HR Executive	January-2019	June-2019
Bajaj Finance Ltd.	Team Lease Services Ltd.	HR Executive	May-2018	October-2018
Bajaj Auto Ltd. SKF India Ltd.	Version Systems Pvt. Ltd.	Operations Executive	July-2017	May-2018
Konecranes India Pvt. Ltd.	T Management Consultancy Services	HR Executive	April-2015	May-2017

➤ **Work Summary**

• **Statutory Labour Laws Compliance**

- ✓ Provident Fund new employee's registration, UAN creation, ECR and monthly challan preparation, PF nomination, PF Transfer and PF withdrawal, KYC updation, PF data correction, Pension claim settlement and all statutory work with coordination with EPFO.
- ✓ ESIC new employee registration, TIC and Medical card registration, Monthly challan preparation and remittance, coordination with ESIC office for employee benefits.
- ✓ Preparing monthly Challans & Returns of PF, PT and ESIC for the Clients.
- ✓ Validating the PF, PT and ESIC Deduction of Present and Left Employees.
- ✓ Maintaining various registers under various statutory Labour Laws applicable.
- ✓ Registration Certificate and Labour License from Labour Commissioner's office under Contract Labour Act, Annual Return under Contract Labour Act.
- ✓ Factory License & Renewal of License under Factory Act, Annual Return under Factory Act.
- ✓ Shop Act License Registration, Renewal, Monthly & Annual compliances.
- ✓ Compliances of Minimum Wages Act, Payment of Bonus Act, Maternity Benefit Act, Equal Remuneration Act, Employment Exchange Act, Apprentice Act, Labour Welfare Fund Act etc.
- ✓ Laisoning with Govt., Semi-Govt. offices i.e. Labour Commissioner Office, Shop Inspector, Provident Fund, Profession Tax & ESIC Local Office Authorities.
- ✓ Auditing the Labour Laws Compliances activities and review on quarterly, half yearly & yearly.
- ✓ Resolving all statutory issues of clients with Govt. Enforcement Officers & Authorities.
- ✓ Monitoring day to day statutory compliance of Branches around PAN India at Head Office.
- ✓ Coordination with compliance vendor for data management, Tracker preparation, documents collection, Inspection closer, statutory returns updating etc.
- ✓ Coordination with concern authority for statutory compliance under Shop and Establishments acts for PAN India as Registration, Renewal and Amendment.
- ✓ Coordination with Compensation and Account team for Professional Tax & LWF statutory remittance.
- ✓ Left employees Gratuity claim settlement procedure and workings.
- ✓ Compliance under All Applicable Labor laws, Dealing with Inspector/officers during inspections & No violations under Labour Laws, File returns as per the statutory norms and as per stated timelines.
- ✓ Preparation of vendor agreement as per organization requirement, Develop and manage a compliance SOP and ensure all required legislation needs to be met.
- ✓ Auditing & Validating statutory compliance and payments, Maintain Vendor payment tracker, Collection of invoices and taking follow up with account and finance team for payouts.

• **PF Trust & EPS (Pension) Compliances & Operations**

- ✓ Handling Outsourcing activities of Provident Fund, Superannuation & Pension for client's.
- ✓ PF outsourcing activity of Exempted PF establishment, Superannuation-fund which includes data management, statutory compliance & monthly, quarterly, yearly returns and Trust accounts management.
- ✓ Preparing online ECR Challan PF, EPS, UAN & KYC updating.
- ✓ Managing all legal compliances for Provident Fund, Employee Pension Scheme, and Superannuation.

- ✓ PF, SA, & Pension settlements claims.
- ✓ Handling queries raised by internal/external auditors and RPFC enforcement officers on PF Inspection.
- ✓ Attending compliance queries of RPFC and Visiting to RPFC office for PF, Pension settlement claims.
- ✓ Preparing meeting agenda, minutes of the meeting and maintaining documentation and filing.
- ✓ Preparing various weekly and monthly MIS for all the data regarding PF/SA/Pension.
- ✓ Handling queries/discrepancies raised by employees for PF/SA/Pension through e-mails & telephone.

- **Recruitment**

- ✓ Screening of Resume on Job Portals as per JD and requirement of Clients.
- ✓ Placing job advertisements on recruitment portals.
- ✓ Calling candidates for Scheduling Interview and Negotiations.
- ✓ Sourcing the right candidate through Referrals, Consultants, and Job portals.
- ✓ Validating the profiles based on qualification, years of experience, number of implementations, consistency in projects and team size.
- ✓ Coordinating Interview process with the concerned department and officer of client for the smooth placement.

- **Employee Grievances**

- ✓ Maintaining a harmonious work environment by meeting the employees regularly to understand their problems and to solve them.
- ✓ Reporting the queries and problems of the employees to the Employee Relations Team.
- ✓ Experience of handling employee grievances & queries related to Provident Fund Withdrawals and Transfers claims, ESI claims, and Payroll matter.

➤ **Education Qualification**

- Pursuing MBA in Human Resource Management from NMIMS (Online Distance Learning) (2021-2023)
- Bachelor of Commerce with Computer Application, Pune University. (Passing year 2011)
- H.S.C. Commerce, Maharashtra State Board. (Passing year 2006)
- S.S.C. Maharashtra State Board. (Passing year 2004)

➤ **Personal Details**

Date of Birth: 15-08-1988

Marital Status: Married

Blood Group: O+

Languages Known: English, Hindi, and Marathi.

Hobbies: Cycling, Trekking, Nature Photography, Listening Music.

Family: Wife, Daughter, Father, Mother