

# Chhavi Lakra

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## Professional Summary

- Goal oriented, determined and focused with excellent communication skills. Highly proficient in HR compliance and process having experience of **4 years** with one of the most reputed companies in the compliance sector.

## Key Skills & Competencies

<b>Software &amp; Tools</b>	Microsoft word, Microsoft Excel, Power Point & Company Compliance Software such as ACT portal.
<b>Languages</b>	English & Hindi
<b>OS</b>	Windows

## Work Experiences

### ▪ People Strong Pvt Ltd.

<b>Duration</b>	April-2023-Current
<b>Designation</b>	Specialist Compliance
<b>Domain</b>	Compliance & Process
<b>Project overview</b>	PF, ESI & PT challan process implementation. Labor law compliance act implementations and execution of the laws.
<b>Tool Used</b>	Microsoft Word, Microsoft PowerPoint and Word.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Handling Inspections, Notices and Client at PAN India locations for different clients.</li><li>• Responsible for handling employee's query related to PF.</li><li>• Handling the audit related to labour laws.</li><li>• Responsible for maintaining all records and registers under Labour laws compliance policies.</li><li>• Responsible for preparing monthly PF, ESI, LWF and PT reports or challans</li><li>• Responsible for sharing complete risk analysis and compliance report with respective stakeholder.</li></ul>

	<ul style="list-style-type: none"> <li>• Active participation in the pre-sales call for the new client enrollment assistance.</li> <li>• Proficient in handling multiple compliance partner calls and review meetings.</li> <li>• Complete ownership for the full structured cycle of compliance.</li> </ul>
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■ **TBO Tek Limited (TBO.com)**

<b>Duration</b>	April/2022-February2023
<b>Designation</b>	Executive
<b>Domain</b>	Compliance & Process
<b>Project overview</b>	PF, ESI & PT challan process implementation. Labor law compliance act implementations and execution of the laws.
<b>Tool Used</b>	Microsoft Word, Microsoft PowerPoint and Word.

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for maintaining all records and registers under Labour laws compliance policies.</li> <li>• Responsible for filing monthly PF, ESI and PT challans.</li> <li>• Responsible for sharing complete risk analysis and compliance report with respective stakeholder.</li> <li>• Proficient in handling multiple compliance partner calls and review meetings.</li> <li>• Recruitment process alignment at the time of joining of new candidates.</li> <li>• Awareness session provided to the lateral hires over PF and labour laws queries.</li> </ul>
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## ■ Mynd Integrated Solutions Private Limited

<b>Duration</b>	March/2020 – April/2022
<b>Designation</b>	Associate Executive
<b>Domain</b>	Compliance & Process
<b>Project overview</b>	PF, ESI & PT challan process implementation. Labor law compliance act implementations and execution of the laws.
<b>Tool Used</b>	Microsoft Word, Microsoft PowerPoint and Word.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Responsible for maintaining all records and registers under Labor law compliance policies.</li><li>• Responsible for filing monthly PF, ESI and PT challans.</li><li>• Responsible for sharing complete risk analysis and compliance report with respective stakeholder.</li><li>• Proficient in handling multiple client calls and review meetings</li></ul>

## Education

- Bachelor's in Commerce batch of (2014-2017) from Aditi Mahavidyalaya, Delhi University.
- 12th from CBSE Board in 2014.
- 10th from CBSE Board in 2012.

## Certifications

- Certified in Tally ERP 9.

## Extra-Curricular Activities

- Participate in Problem Solving Assessment (PSA) conducted by CBSE in 2013.
- Member of Leader of Tomorrow.