

CURRICULUM VITAE

YOGESH RAMDAS SHINDE

S.r No.1 Nagpur Chwal Yerwada Pune-14

Mobile: 9970858119

Email:yrshinde93@gmail.com

CAREER OBJECTIVES:

A dedicated and attentive legal administrator with six years of experience in legal record keeping while ensuring smooth internal operations related to law and compliance and service operations. Seeking a challenging position to utilize my skills in pleadings, trial record management, and legal research to the maximum level.

SKILLS

- Customer interface expertise.
- Strong problem-solving aptitude.
- Familiarity with Key Performance Indicators (KPIs)
- Analytical reasoning.
- Exceptional organization.
- Customer-oriented.
- Advanced computer proficiency.
- Good Knowledge of consumer cases & Labour cases

Work Summary

- **HR & Compliances Officer:**
- **OM MANAGEMENT CONSULTANTS. (November 2023 to Till date)**
 - Auditing the organization to check compliance with relevant legislation under factories act /Contractor labour act and shop and Establishment Act.
 - Managing external audits and certifications
 - Managing external audits and certifications and monitoring legislative changes
 - Registration license under various Act. Like plan approval, Factory License, MPCB CTE & CTO, Principal employee and contract labour license, Food License (FSSAI License), shop Act License, PF, ESIC, PTRC/PTEC New code registration.
 - Coordinate with Government authority for approval licenses.
 - Documentation related license work.
 - Responsible for annual offline and online return under factories/contractor labour/and shop and Establishment Act.
 - Monthly statutory compliances and online remittance challan preparation like PF, ESIC & PT Registration.
 - Handling PF, ESIC PTRC/PTEC employee and Employer Grievances.
 - Factory and Contract Labour Compliance Management and ensuring on regular and timely compliances.
 - Monthly compliance status reporting and score card preparation
 - Tracking and follow-up of compliance as per compliance calendar and guiding and increasing awareness about importance of timely and correct compliance documentation.

- Procedure for License and RC renewal, amendment, change of manager and occupier, Notices for revision in minimum wages, Notice of period of work, Display of abstracts and notices on notice board
- Statutory monthly register maintenance relating to factory.
- Employee master data maintenance and document verification.
- Daily attendance and OT compliance status preparation and sharing to area owners to manage daily manning.
- Reporting of daily headcount, manpower, manning of employees as per RC and nature of work, OT costing
- Periodical returns filing and submission to authority- for ex. FA Form 27, CLRA Form 21, POSH, Employee compensation, MLWF, Holiday return, ER-1, Bonus Form C and D, Gratuity Form L
Yearly Bonus, Leave working and encashment, Gratuity calculation and full and final settlement for left employees.
- Internal contractor audit scheduling, , ESI Audit and other statutory inspection and visit representation
- Remote audit for domestic clients
- Assistance to clients on compliance aspect.

- **LEGAL OFFICER:**

- **SYSKA GROUP OF COMPANIES (MAY 2016 to OCTOBER 2023)**

- Administration of 100 plus monthly Legal Cases Like consumer and Labour.
- All the labour laws (Contract Labour, Minimum Wage Act, BOCW Act, PF, WC, ESIC etc.)
- Labour License (Application, Renewals, Amendments),.
- Latest labour law update and amendments PF, ESIC, PT, LWF benefits
- Handling employee grievances related to compliance.
- Keeping all records of consumer & Employee matters.
- Handling All labour compliances & HR'S Compliances.
- Reply to all legal notices and coordinating with related various department for end to end description.
- Daily Coordinating with advocates on PAN India basis And handling all backend documentation required by advocates.
- Monitoring the Higher Escalation & various government portal to reduce legal cases.
- Working & guidance to service team to reduce escalation.
- Manage any opposition to trade mark registration and advise onto reduce conflicting applications
- Look over all procedural details of trade mark and design registrations in the India.
- Handle renewals of trade mark and design registration.
- Shop & Establishment registration in PAN India and guidance to HR team for compliances.
- Reviewing, preparing & submitting the daily MIS and other required reports to the management.
- Assist to Company secretary for legal documentation & Filing as well as keep all legal records.
- Daily monitoring the region wise and state wise new complaints and review on closure
- Coordination with PAN India Branch office compliances.
- Maintain documentation for Super stockiest, distributor, Lounges & Retailer agreement.

- Hand on experience in legal matters & related documentation.
- Analyzing the complaints and sharing feedback to product & quality team for the respective SKU's.
- Reviewing, preparing & submitting the daily MIS and other required reports to the management.
- Contribute ideas to resolve customer problems to improve productivity.
- Maintain broad knowledge of customer products and services.
- Participate in meetings and activities held to improve customer satisfaction and business performance.
- Deliver prompt and professional solutions for customer inquiries via direct contact, phone, email, online chat etc.

HR Compliance & Administration Executive: LEEHAN RETAILS PVT.LTD (JUNE 2015 TO APRIL 2016)

- Responsible for ensuring an organization's compliance with relevant legislation
- Shop act registration /renewals & its related compliances in PAN India.
- Handling labour Notices & Labour cases in PAN India.
- Responsible for Branch office compliances & administration.
- Register & Renewal PAN India branch office agreement.
- Coordinating with HR coordinator for required inputs.
- Handling employees dispute.
- All the labour laws (Contract Labour, Minimum Wage Act, BOCW Act, PF, WC, ESIC etc.)
- Handling office administration like safety, Housekeeping
- Served as the primary resource and point of escalation for the Grievance C
- Developed and maintained Grievance and Member Services Department policies, procedures and processes, and compliance assessments.

DIGICALL: SENIOR CUSTOMER SERVICE EXECUTIVE (APRIL 2014 TO MAY 2015)

- Acting as a point of resolution for customer complaints
- Using good judgement and initiative, developing resolutions to complaints by telephone, adhering to the Barclays Group Complaint Handling Policy & following correct escalation procedures to Line Management and/or Customer Relations
- Obtain and evaluate all relevant information to handle inquiries and complaints while directing requests and unresolved issues to the designated resource.
- Record details of inquiries, comments and complaints and actions taken

COURSES UNDERGONE

- Operating System: Windows XP, Windows 7, 8, 10
- Software Packages: MS-excel, MS-word, MS-power point, Internet, MS-Access.

EDUCATIONAL QUALIFICATIONS:

- Diploma in Labour Law & Consumer Law
- Engineering Diploma In Information Technology from MSBTE University.
- HSC from University of Pune.
- SSC from Maharashtra board of higher secondary education from Pune University

STRENGTH

- Ability to work and manage team to achieve the goals.
- Committed and responsible to my work.
- Ability to work under pressure.

Personal Profile:

Name	:	YOGESH RAMDAS SHINDE
Gender	:	Male
Marital Status	:	Married
Date of Birth	:	26 Jan 1993
Hobbies	:	Travelling
Languages Known	:	English, Hindi, Marathi.

Declaration:

I hereby confirm and declare that the details furnished above are true and correct to the best of my knowledge.

Place

SHINDE YOGESH RAMDAS

Date

