

# Rehan zarekari

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## Summary

Dedicated statutory compliance officer with more than 4 years of experience in legal compliance.

- Skilled in Statutory Compliance, India payroll and liaising with Labor, ESIC, EPF, and PT authorities to ensure seamless compliance
- Adept at representing clients during inspections and effectively managing the inspection process
- Experience in coordinating with the stakeholders and employees and resolving queries and grievances.
- Proficiency in technical skills like Microsoft Excel, Word and PowerPoint and SharePoint.
- Proficient in tools like, Simpliance , Zoho Etc
- 4+ years of experience in the field of HR compliance has helped me gain expertise in skills like coordination, decision making, resolving queries, time management and prioritizing the tasks as per SLA.

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## Experience

### Compliance officer

**Aparajitha corporate services Private LTD • Pune,  
Maharashtra 01/06/2019 – Present**

- As compliance officer in Aparajitha , I am the part of Statutory compliance, based in Pune and I handle the all compliance activities for the multiple client (preparation of return and monthly registers, remittances) for the whole India , which includes more than 10 locations.
- My day-to-day tasks include coordinating with the multiple client and handing all queries related to legal compliance
- Preparing and keeping record of Challans & various reports like PF, ESIC, P. Tax, Bonus, and Gratuity as well as Resolving payroll related queries
- I handle end to end compliance activities by prioritizing the tasks as per the process.
- Coordination with Various Client to solve the queries under various acts.
- Contract Labor Regulation & Abolition Act.- Preparing all documents required for Principle of employer CLRA Registration, Renewal, Amendment. And also Conducting audit of vendors
- Effectively handling client escalations
- Liaison with Labor, ESIC, EPF and PT authorities
- Preparing various Form Under Various Act,
- Draft and file legal documents, including complaints, motions, and briefs.
- Conduct legal research to support cases and provide clients with sound legal advice.
- Worked on updating, assisting on all HR related policies and procedures.
- Co-ordinate with Compliance and vendors to smooth processing of all tasks.
- Conducting audits of vendors
- Support in court related matters under various labor Laws inspection
- Handling the inspection and notices if any from government authorities.
- Liaison with Labor, ESIC, EPF and PT authorities
- Preparing various Form Under Various Act,

- Preparing all type of monthly , and quarterly ,Half yearly returns under the various Act
- Maintaining monthly returns of PF. ESIC. PT Challans, ECR copies and verify the details of companies.

## **Key Skills**

- Preparing various Form Under Various Act,
- Draft and file legal documents
- Conducting audits of vendors
- Appearing and handling inspections
- Liaison with Labor, ESIC, EPF and PT authorities
- Support in court related matters under various labor Laws inspection
- Well systematic approach for handling the compliance across multiple location

## **Personal Qualities**

- Excellent interpersonal skills.
- Excellent written and verbal communication skill.
- Ability to clarify doubts.
- Strategic Thinking

## **Educational details**

- LLB Passed in year 2023, At A.k.k New Law academy, and Pune.
- BSW Passed in year 2019 from Yashwantrao chavan School of social work, Satara
- SHC Passed in year 2016 from Sadashiv mane Vidyaly , Solapur
- SSC Passed in year 2014 from Sri, chandrashekhar vidyalay, Solapur.

### **Declaration:**

I hereby declare that all the statements and information given by me in this application are true, correct and complete to the best of my knowledge and belief.

Place: Pune  
Date:

Rehan Zarekari