



RAHUL DIMRI

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SUMMARY

Responsible professional with substantial experience in executing legal compliance programs. Studies documents and practices to gauge weaknesses. Determined to educate employees to raise standards and apply best practices.

EDUCATION

LLB - Chaudhary Charan Singh University - Meerut, UP

Bachelor of Commerce (SOL): - University of Delhi

Higher Secondary School: - Ramjas Sr. Sec. School No 2 New Delhi

Secondary School: - Ramjas Sr. Sec. School No 2

SKILLS

- Labour Law – Compliances
- Analytical problem-solving
- PF, PT & ESIC Returns
- Problem-solving

EXPERIENCE

Deputy Manager HR, 10/2023 - Current
AVIOM INDIA HOUSING FINANCE PVT LTD - Aerocity - New Delhi, India

- Final Payroll review.
- Monthly remittance challans of Provident Fund, Professional Tax & ESIC.
- Monthly Finalize Full & Final.
- Engaging with vendors for registrations under the Shop & Establishment Act and Professional Tax.
- Filing of LWF returns for the following states: - Delhi, Gujarat, Punjab, Tamil Nadu, Karnataka, Maharashtra, and Haryana.
- Handling Quarterly Internal Audits.
- Filing of Annual returns under the various Labour Law i.e., (Maternity, Payment of Bonus Act, Minimum wages, Payment of wages Act, POSH & CLRA).
- Organized discussion on POSH training and its effectiveness within our organization.
- Trained and mentored employees to maximize team performance.
- Exceeded goals through effective prioritization and consistent work ethic.
- Engaged with employees count above (6000+) to better understand needs and deliver excellent solutions of any query related to Provident Fund, ESIC or LWF.
- Kept working HR systems in compliance with current employment laws and made proactive changes to keep pace with industry trends.
- Good Liasoning with Govt Departments like (Labour offices, PF & ESIC).
- Currently working with software, “ZING-HR”.

Senior Compliance Officer, 08/2019 - 10/2023
Lex n Craft- (Law Firm), Safdarjung Enclave, Delhi

- Complied with contractual and statutory obligations related to amendments and Fresh applications of REGISTRATION under Shop & Establishment 1948 & CLRA Act, 1970 (PAN India).
- Monthly Audit of Labour compliances of Contractors engaged In THE BRITISH SCHOOL SOCIETY.
- Filed Quarterly ER 1 to Local Employment Offices and for some state Online
- Filed Monthly PF, PT & ESIC Returns of following companies like (AESL, VPSC, JMD Ltd, PVR Ltd, Master Union, Stream, C-Zentrix, Shaym Spectra, etc)
- Filed Professional Return monthly of (RB Infotech, D2C Limited & Shyam Spectra)
- Annual returns under The Labour Laws.
- Developed ongoing programs using good team communication and collaboration.
- Good Liasoning with Govt Departments like (Labour offices, PF & ESIC).

Compliance Officer, 01/2018 - 07/2019
Cosmic Global – Export Company, Naryana, Delhi

- Maintain PF & ESIC records
- Annual returns under Minimum wages Act, Payment of wages Act, Payment of Bonus Act, Payment of Gratuity Act, Maternity Benefit Act
- Monthly returns of PF & ESIC.