

**POOJA SANJAY KASHID-(Sr.Officer- HR, Labor Law, Payroll Compliance, Audits and Liaison)**  
**Email:**[poojakashid533@gmail.com](mailto:poojakashid533@gmail.com)  
**Cell no:**+91 9552187831

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### **Experience Summary:**

During my 5.5+ years of experience , I have served Labor law and Payroll Compliances services to IT, ITES & Manufacturing Firm as a corporate business partner(HRBP), Start to end Recruitment lifecycle ,On-boarding, Payroll Management, Employee Welfare, Employee Separations.While I enjoy all aspect of my job , I am able to perform well and deliver in a demanding and ambiguous environment.

### **Work Experience& Roles and Responsibilities:**

#### **August'2022- January 2024: HR Compliance Executive**

##### **❖ ZensarTechnologies Limited(IT Firm)**

- Closely working in the field of Labour law compliance, advisory services, payroll compliance management and liaison with External Agencies and Government Authorities.
- Oversaw Disciplinary actions such as Absconding, issuing warning letter, Terminations etc.
- Statutory obligations- PF, ESIC,gratuity, bonus, LWF, Maternity Act, POSH act , Apprentice Act and all acts which are applicable for IT Companies.
- Communicating and explaining the organization's HR policies to the employees.
- Handled e-compliance using the Legatrix tool to ensure thorough coverage of legal and regulatory compliances.
- Handle administration of all contract labour Audits and Invoice processing of Vendors.
- HR Operational Activities- Closely working in the HR Audit Process. Preparing & submitting all relevant HR letters/ Documents/ reponses notices as per the requirement in consultation with the management under various labour Act.

#### **July'2020- July 2022: Senior Officer-HRO Compliance**

##### **❖ Allsec Technologies Limited (Client Name- Flextronics Technologies India Pvt Ltd):(Subsidiary of Qness Corp Allsec merged with Coachieve and associate with Simpliance.**

- Liasoning with all government agencies to ensure adherence to compliance laws & regulations.
- Also conducting and attend audit of all Labour related records for an establishments, Labour contractors. Based on audit, suggesting action plans. Preparing MIS Dashboard and Checklists viz. entity checklist, vendor checklist,
- Handle Client query resolution with reference to relevant acts and updates Latest notifications, amendment under Labour Law.
- Handled queries regarding PF, PT, and ESIC,Gratuity and provide necessary solutions whenever required

## **September'2019 – June 2020: Compliance Executive**

### **❖ TalentPro HR Technologies India Pvt Ltd(Client Name- Birlasoft Limited):**

- Filing monthly PF, ESIC challans online, handled online claims like withdrawal, Advance claim, Transfer, Retirement and Death claims.
- Preparing documentation for obtained Registration Certificate and maintained changes on time under the provision of registration under Shops & Establishment Act, PF, ESIC, CLRA, Professional Tax Act, MLWF, Gratuity, and Minimum Wages Act.

## **September'2017 –April 2019: Human Resource Generalist**

### **❖ Naagal GarmentIndustriesPvt Ltd (Manufacturing Firm):**

- Experienced in handling entire HR gamut in Manufacturing Firm. Responsible for Recruitment
- On boarding, Payroll Management, Administrations, Labor Law and Payroll compliance, Employee Engagement, Employee Welfare, Employee Separations of around 400-500 employees

### **➤ Work Responsibilities:**

Follow the standard operating procedure for daily, monthly, Halfyearly, quarterly and yearly Compliance management and same plan has track and measure time to time for reviewing compliance health of company. Responsible for managing the HR Compliances. - PF, ESIC, Prof. Tax, LWF, Shops & Est. Act, ContractLabour (CLRA) Act, Bonus, Gratuity, Minimum Wages, Payment of Wages, Maternity Benefits, etc.

- Preparation of Statutory Registers, Filing of Returns and Doing Remittances under various labour law.
- Filling of Half yearly, Annually, Quarterly return under MLWF, Shops & Est Act, Contract Labour Act, Bonus, Gratuity, Minimum wages, Payment of Wages, Maternity Benefits, and Employment exchange Act etc.
- Handling Queries of International worker-SSA & Non SSA
- Preparing documentation for obtained Registration Certificate and maintained changes on time under the Provisions of registration under shops and Establishment Act, Provident Fund (PF), ESIC, Contract Labour Act, Professional Tax Act, MLWF and also any exemption or standing orders. Maintained Compliance tracker in Excel and shared with client
- Simpliance Tool-Policies and guidelines applicable to organizations globally or at the site level is a prerequisite for an effective compliance and risk management. Issue Management

### **Liaison/ Statutory Compliance:-**

Representing before the statutory authorities in conciliation on behalf of the company for various approvals, Clearances, negotiations and settlements. Co-coordinating with the government Officials under the provision of: Contract Labor (Regulation & Abolition) Act, Employee state Insurance Act, Provident Fund & MP Act, Gratuity Act, Labor Welfare Fund Act, Professional Tax Act, Maternity Act.

**Audit:-**

- Audit(BOCW):Closed Manual Audit and Online Audit
- Vendor Audit

**Educational Background:-**

Sr. No	Qualification	University	Year/Term	Percentage
1	MBA	Pune University	2020-2022	Pune University
2	BE in E&TC Engineering	Pune University	2012-2015	Pune University
3	Diploma in E&TC Engineering	MSBTE, Mumbai	2009-2012	MSBTE, Mumbai
4	SSC	MH Board	2009	MH Board

**Personal Details:**

- Date of Birth : 15<sup>th</sup> Jan 1994
- Place: Pune