



PROFILE

I am an experienced HR Compliance Manager with a successful track record of handling Capgemini CLRA Compliance for 5 years. During this time, I effectively managed a team of 19 members, ensuring all activities related to CLRA compliance were executed efficiently.

I have extensive knowledge of CLRA related audits, statutory registers, and various returns, enabling me to maintain accurate and up-to-date records. With a keen eye for detail, I successfully navigate complex compliance requirements and proactively stay informed about evolving legislation to ensure continuous adherence.

My ability to collaborate effectively with cross-functional teams and senior management has allowed me to implement streamlined processes, resulting in improved compliance procedures and reduced risk. I am skilled in conducting internal audits and implementing corrective actions to address any identified gaps.

Throughout my career, I have consistently demonstrated strong leadership capabilities, guiding and motivating my team to achieve shared goals. I am committed to fostering a culture of compliance and ensuring that all HR processes align with organizational objectives and regulatory standards.

With my comprehensive understanding of CLRA compliance and proven ability to manage teams

ALNAZ SHAIKH

EDUCATION

- **Advance PGDM** – Human Resource Management (Welingkar Institute of Management) (2020-2022)
- **Bachelor of Commerce (B.Com)** - Mumbai University (2013)
- **Higher Secondary Certificate (HSC)** - Maharashtra Board (2009)
- **Secondary School Certificate (SSC)** - Maharashtra Board (2007)

WORK EXPERIENCE

Assistant Manager-HR

Aparajitha Corporate Service Pvt Ltd

November 2018 - Present

Responsibilities:

- Managed compliance activities for 500+ vendors of Capgemini Technology Services India Limited.
- Led a team of 7 for vendor auditing activities nationwide.
- Conducted audits of vendors and clients and prepared audit reports.
- Coordinated with the legal team for notices and inspection closure activities related to PF, ESIC, PT, and LWF.
- Oversaw vendor management at the national level.
- Handled invoice reconciliation and record management.
- Registered under the Contract Labour Act and maintained monthly records.
- Prepared weekly and monthly reports.
- Updated MIS reports for management.
- Conducted vendor audits based on client requirements (annual, bi-annual, quarterly, and monthly).
- Ensured timely renewal of RC and licenses in accordance with labor laws.

Senior Executive – HR & Admin

Tanishqa Business Solutions

August 2015 – November 2018

Responsibilities:

- Updated and maintained employee data in the payroll system.
- Prepared payroll reports to meet internal and statutory obligations.
- Managed preparation of returns for Employees Provident Fund, Pension Fund, ESIC, etc.
- Handled labor registrations like shop and establishment, PF registration for new entities.
- Facilitated onboarding and offboarding of staff.

effectively, I am confident in my ability to contribute to your organization's success in maintaining HR compliance.

DATE OF BIRTH

20th September 1990

ADDRESS:

A-103, New Dhanashree Society,
1st Floor, Ambika Nagar No.3,
Thane West 400604 Contact
Number: +91-8169601918

CONTACT

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8169601918

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HOBBIES

Playing Cricket & Listening Music

- Assisted in joining formalities, including documentation, verification, and bank account opening.
- Conducted new hire orientation.
- Tracked probation and confirmation appraisals of staff.
- Managed exit formalities and conducted exit interviews if requested.
- Oversaw office and storage space management.
- Basic knowledge of recruitment process.
- Maintained HR records, including attendance, PF, insurance, and leave records.
- Tracked and managed petty cash.
- Coordinated day-to-day office activities.
- Provided weekly updates to reporting manager.

SKILLS

- Quick learner with exceptional ability to prioritize and manage multiple tasks effectively.
- Positive attitude and disciplined work ethic.
- Excellent communication skills.
- Strong team player.
- Proven ability to take on responsibilities and thrive in challenging environments.
- Well-organized, capable of working under stressful conditions.