

Swati Prashar

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Objective

Seeking position in HR with growth and advancement potential where I can utilize my knowledge, skills and technical abilities for achievement of organizational goals.

Key Skills

Labor Laws

ESIC

Labor Laws

Labor Welfare Fund

MIS Management

Register Maintenance

Provident Fund

Professional Tax

Recruitment Specialist

Returns

Registration process of S&E and P-Tax

Industry Experience**Mynd Solution Pvt. Ltd.**

Mynd Solutions is a key global Business Process Management (BPM) service provider, delivering exceptional services in the domain of business process and technology management. We provide a vast array of services in four major business verticals including Finance and Accounting (FAO), Human Resource Outsourcing (HRO), Customer Relationship Management (CRM) and Consulting. We drive the business growth of our esteemed clients through unique IT, process knowledge and research capabilities in combination

Designation : Team Leader– Labor Compliance

Duration : June 2013 to April 2016

- Taking care all the labor compliance activities like, SC Johnson, Exxon Mobil, and Nature Basket.
- Taking care of all the issues relates to P-tax for the Yum!
- Responsible for Maintaining the Wages Registers for SC Johnson, Exxon Mobil, Nature Basket.
- Responsible for all the activities if any case notice received by company i.e. relates to P-tax LWF or any other compliance related issues
- Responsible for the Registration process of S&E (Shop act establishment Act) P-Tax(Professional Tax), LWF(Labour Welfare Fund)
- Responsible for maintaining the P-Tax advice, LWF advice.

Elite HR Practices

Role: Recruitment arrangements for different clients like Net Ambit, I YOGI etc.

Designation : Recruitment Specialist

Duration : May 2011 –July 2011

- Responsible for screening resumes, pitching candidates, conducting preliminary interviews through telephonic conversations and short listing the candidate based on his suitability with respect to the desired profile
- Maintaining a comprehensive database of candidate profiles for partner clients and constantly updating the same to speed up the recruitment process for the aforesaid clients.
- Negotiating with the candidate and the company after the interview process, to freeze the final compensation.

Statutory Compliance:

- L.W.F, Shop & Establishment Act.
- Maintaining & Updating Master Record & Maintenance of Employee Record file.

Work Exposure

Labour Laws:

- Dealing with various clients like Sc Johnson, YUM! , Exxon Mobil, Nature Basket etc. Handling there end to end process for P.Tax Registration
- Deduction of Labour welfare fund & deposition of same at various location like Maharashtra, Haryana and all applicable states
- Dealing with Quarterly, Half yearly & Annual returns(LWF, Employment, P.Tax.)
- Handling audit for Nature Basket & Exxon Mobil in various states & prepared audit report for the same
- End to End S&E registration for various clients (Sc Johnson etc.)
- End to End P-Tax registration for various clients (YUM! , Sc Johnson)
- Maintained all the register applicable under labour Compliance.
- Prepared the Display of Notice like Minimum wages, No smoking, Pay day Pay Master etc for clients like (Sc Johnson, Nature Basket, Exxon)
- Responsible for the Closure of Notice send by authority.
- Prepared the MIS for clients.
- Responsible to maintain the Form G.

Qualification

- MBA from Lovely Professional University specialization in dual Human Resource (HR) and IB (international business) CGPA 7.5
- BBA (Hons)from Lovely Professional University 74%

Academic Qualification:

- 12th (Commerce) from CBSE board in year 2008.
- 10th from CBSE Board in year 2006.

Skills

- MS Office(Word, PowerPoint, Excel)
- Good communication and presentation skill
- Photoshop and Dreamweaver

Training & Project

- 6 Weeks training at UNITECH Ltd. (GURGOAN) under the guidance of Shipra (hr executive) learn how to do recruitment process and what are the benefits provide to the employees how to manage the work life balance of employees.

Academic Projects:-

- **Comparative Analysis of Mutual Funds:** Objective: To analyze the performance of equity based mutual fund.

Work life Balance Objectives

- To understand the existing pattern of work life and the practices of balancing of work-life by the working women;
- To identify the factors influencing the quality of work-life balance among working men/ women professionals.
- To assess the relative importance of various parameters those contribute towards maintenance of work-life balance.

Interpersonal Strengths

- Adaptable to different Environment
- Confident
- Strong leadership

Achievements

- Class Representative during school and college times
- Worked as a member of promotion team for entrepreneurship fest.
- Won the regional level in logistics talent hunt (2013) competition.

Hobbies

- Socializing
- Listening to music.
- Reading novels.

Personal Information:

Father's Name : Sh. Kewal Krishan
Marital Status : Married
Languages Known : English, Hindi
Date Birth : 19th July, 1990

Passport Details

Passport Number : L5239281
Passport Issue Place : Delhi
Passport Expiry : 13th October, 2023

Declaration:

I hereby declare that all the information provided by me is true to the best of my knowledge.

Swati Prashar

References: Available on request.