

Mr. Rohit Shedavat



: rohitvat20@gmail.com



www.linkedin.com/in/rohit-s-6b6836153



+91 9518304970

SUMMARY

- A professional with Experienced 7+ years in Statutory Compliance, for Shop and Establishment and Welfare, industrial relations, and HR Policies, operational knowledge of all laws applicable as a part of Statutory Compliances (under State and Central Acts). Extensive understanding of Labour Law Compliance, policies, procedures, and practices. In-depth knowledge of all Labour/Employment, Contractor/ Vendor Management, and commercial/corporate laws.
- Managing various statutory challans PF, PT, ESIC, LWF, EDLI, PF trusts, Gratuity, and Payment of Bonus, CLRA and returns as per the applicable social security and laws for seven entities
- Managing 8 different entities compliances for 20000+ employees and implement a various process for the furtherance of employee's morale.

ORGANIZATIONAL EXPERIENCE

Hinduja Global Solutions Ltd.

Position: Senior Associate

Job Location : Mumbai

Dec 2023 – present

Last drawn salary: 50311

Wipro Ltd.

Position: Associate

Job Location : Pune

June 2022 – Dec 2023

Last drawn salary: 46438

M.S. Dixit Firm

Position: Labour Law consultant cum HR assistant.

Job Location : Pune

Nov 2012 – April 2022.

Last drawn salary: 33000

WORK EXPERIENCE

Statutory Compliances:

- Operational knowledge of all laws applicable as a part of Statutory Compliances (under State and Central Acts). Extensive understanding of Labour Law Compliance, policies, procedures, and practices. In-depth knowledge of all Labour/Employment, Contractor/ Vendor Management, and commercial/corporate laws.
- Experience in maintenance of statutory records under different Acts as applicable.
- Ensure completion of all registration/ amendments and filing of all returns/ documents under different Acts with the various regulatory authorities for 7 entities
- Working closely with Operations, legal, HR, vendors, procurement and senior leadership and other internal clients in handling compliance process.
- Monitor's compliances, Track, Report and keep Compliance Dashboard
- Perform routine legal/statutory work independently. Ability to multi-task regularly and manage a various matter simultaneously.
- Managing various statutory challans PF, PT, ESIC, LWF, EDLI, PF trusts, Gratuity, and Payment of Bonus, CLRA and returns as per the applicable social security and laws for seven entities
- Maintain and updates prompt Statutory Registers to be kept under the various statutory acts
- Give information about every changes occurred in PF and ESIC. Visit to PF office behalf of Employer (As and when required)
- Replying & Stratifying Show cause Notice issued under this ESI and PF Act 4. Submit declaration and Documentation # (As per new instruction from EPFO office, E-Nomination towards submission hard copy.)
- Take follow up with Govt. authorities.- (The respective document submitted with EPFO office, like Death case, Joint declaration. Etc)
- Providing Day to day Consultancy on Matter Pertaining to ESI and PF.mSubmit all eligible employees' personal and family details on ESI website and register them for various benefits under ESI Scheme.
- Arrange and issue smart cards to all such eligible employees covered under ESI with the help of local ESI office. (As per Eligibility of Employee provide E-pension and Medical card (As and when required))
- Guide employer as well as employees to get proper benefits available under ESI Scheme.
- It will help Employer to preparation & Maintain of Inspection Book, Accident Book, Form No 32, Form No 37.
- Coordinate with ESI authorities for better benefits to the employees covered under ESI Scheme. (if enquire from ECI authority then coordinate with them further.)

- Explain the objectives of the Employees' Provident Funds and Misc. Provisions Act and Pension Scheme and guide about its applicability and benefits. - (It is like newsletter to intimate employer new update, any changes in existing Act.)
- If applicable then submit application to obtain establishment code number. - (If employer is going extend/expansion new branch or office under Establishment act then will coordinate and help in this matter.)
- Submit all eligible employees' personal and family details by filling various forms such as Form-2, Form-11, Form -13 (revised) hard copies as well as on their website and register them for various benefits under the Scheme (the most of cases are coming offline as well.)
- Attend PF Officers visits and remarks and submit the written explanation if any.
- Coordinate various matters, other legal matters and represent the clients to PF authorities.
- Ensure retirement benefits as well as pension benefits to all eligible members on time.
- Educate and update the clients with various developments and amendments by providing transparent support.
- Assistance to Employees in Withdrawals from EPF Form Inquiry
- COC application for IW worker - Complete guidance from submitting Application till final approved original copy received.
- COC application: get it filled by requested employees.
- Audit the details provided in filled form, check passport validity establishment name, COC period & establishment details before final approval and employer steps.
- Once audit done do the employer steps approve the application with E-sign/manual approval.
- Take follow up with EPF office to collect final generated COC copies.
- Fill application for extension of COC. Fill application for cancellation of COC (Balance period)
- Fill application for cancellation of COC extension (Balance period). Maintain MIS for all submission.
- Guide in process for PF & Pension Claim of International Worker
- Assist Employer for Shop Act registration and annual return. Maintain employee records.
- Provide support for payroll processing after validating employee attendance and timesheet/ biometric data reports.
- Prepare attendance and wages register.
- Prepare all statutory compliances government office inquiry submission letters in proper format.
- Conduct Audit at the end of the Financial year for all applicable act on principle employer and in conclusion inform employer about Risk and Mitigation
- Provide support for contractor registration under principle employer login
- ER 1 & ER 2 returns submission quarterly and notify vacancies at employment exchange portal occur if any.
- PT Employer registration and monthly return support
- MLWF registration, half yearly return submission.
- Submit application for Contract labor license
- POSH Act registration and applicability support to employer.
- Prepare MIS report for all statutory compliances
- Concur expense report support for North America employees, ASPACEmployees, EMEA employees.

ACADEMIC CREDENTIALS

BCOM (Commerce) @ Shivaji University, Maharashtra, India

Oct 09 - Mar 2012

CERTIFICATIONS

- MSCIT from Sun computers
- Tally ERP 9 course completed.

TECHNICAL SKILLS

- Microsoft Office Suite - Word, PowerPoint, Excel (Pivot Table, V-Lookup)
- Operating System - Windows, Linux, Macintosh
- MIS Reporting, ERP
- Internet & Web based Applications

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:

Place:

References: Reference will be given upon request