

Sneha Mohite

Deputy Manager – HR Compliance & Operations

To leverage extensive expertise in **HR operations** and **statutory compliance** to drive organizational excellence, ensure regulatory adherence, and contribute to strategic workforce and governance initiatives in a dynamic enterprise environment.

 +91 9987095508

 Kothrud, Pune

 sneha1218m@gmail.com

 LinkedIn

PROFILE SUMMARY

- Accomplished **HR & Compliance Leader** with **nearly 13 years of experience** in driving HR operations, statutory governance, and workforce management within healthcare sector.
- Currently working as **Deputy Manager-Compliance** at **Aparajitha Corporate Services Pvt. Ltd.**, leading multi-region statutory compliance advisory and audit functions.
- Proven expertise in **managing large-scale workforce ecosystems (1,500+ employees)** with strong command over HR operations, payroll governance, and policy execution.
- Recognized SME in **statutory compliance frameworks (PF, ESI, CLRA, Gratuity, Bonus)** with hands-on experience in regulatory audits including NABH, EY, Deloitte, and KPMG.
- Established **robust compliance governance frameworks** across multi-location operations, ensuring seamless adherence to evolving labor laws and minimizing regulatory exposure.
- Streamlined **payroll governance processes** by integrating validation checkpoints, reducing discrepancies and ensuring high accuracy in employee compensation cycles.
- Strengthened contract labour compliance mechanisms, ensuring vendors adhere to statutory obligations and reducing organizational liability.
- Enabled leadership with **policy interpretation and conflict resolution strategies**, ensuring fair and compliant decision-making.

WORK EXPERIENCE

Deputy Manager-Compliance | Aparajitha Corporate Services Pvt. Ltd.
 Jun'23-Present  Pune

- Monitoring and interpreting multi-state statutory regulations including S&E, CLRA, PF, ESI, Wages, Bonus, and Gratuity Acts, ensuring proactive compliance alignment.
- Acting as SME for compliance advisory, guiding leadership and clients on legal implications of business decisions.
- Designing and optimizing compliance processes and data workflows, ensuring timely statutory filings and zero delays.
- Ensuring accurate statutory remittances and filings (PF, ESI, PT, LWF) with 100% compliance adherence.
- Maintaining audit-ready statutory records, licenses, and registers, ensuring seamless regulatory inspections.
- Leading internal audits and vendor compliance assessments, identifying gaps and driving corrective actions.
- Managing end-to-end regulatory inspections and notice closures, liaising with authorities and legal teams.
- Implementing risk mitigation frameworks to prevent non-compliance, financial penalties, and legal exposure.

Assistant Manager-HR | Sahyadri Hospitals Ltd. |  Jul'15-Jun'23  Pune

- Managed end-to-end HR operations including recruitment, onboarding, payroll, and employee lifecycle management.
- Led manpower planning and budgeting, optimizing workforce costs and improving operational efficiency.
- Administered payroll for 200+ employees, ensuring statutory compliance and accurate salary processing.
- Strengthened compliance governance across PF, ESIC, wages, bonus, and F&F settlements, ensuring regulatory adherence.
- Facilitated performance management frameworks (KRA, KPI, 360 feedback, PIP) to drive employee productivity.
- Spearheaded HRIS implementation and system transformation, enhancing process efficiency and data accuracy.
- Managed employee engagement and D&I initiatives, fostering a positive workplace culture.
- Directed internal and external audits (NABH, EY, Deloitte, KPMG), ensuring successful compliance closures.
- Oversaw disciplinary processes, including inquiries, warnings, and termination actions in line with policy.

HR Executive/Consultant | Bhatt and Karle-Labour Consultant  Jun'09-Jun'11  Mumbai

- Executed statutory compliance filings (PF, ESIC, LWF) with high accuracy and timeliness.
- Managed employee statutory transactions including PF withdrawals, transfers, and documentation.
- Generated compliance reports and resolved queries on taxation, PT, and compensation.
- Conducted contract compliance audits, identifying gaps and recommending corrective actions

CORE COMPETENCIES

Strategic HR
Performance Management
HR Policies and Procedures
HR Operations Management
Manpower Planning
Vendor Management
Statutory Compliance
Employee Relations & Payroll Management
Audit & Due Diligence

TECHNICAL SKILLS

MS Office Suite	Simpliance
HRMIS	Spine
ERP	ESS

EDUCATION

Post Graduate Diploma in Business Management in HR | Pune University  2008

Masters in Commerce | Pune University  2009

Bachelors in Commerce | Pune University  2005

PERSONAL DETAILS

Date of Birth: 18th October 1984

Languages Known: English, Marathi, Hindi