

# Nikunj Sathwara

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## Summary

Efficient professional with 8.5+ years of experience and proven knowledge of payroll, accounting, and audits. Aiming to leverage my skills to successfully fill the HR Business Partner (Payroll) role.

## Experience



### HR Business Partner (Payroll)

eInfochips (An Arrow Company)

Nov 2014 - Present (7 years 4 months +)

# Administration and Execution of payroll

# Payroll calculation and verification and maintain bulk data of employee

# Payroll process owner for off-cycle payments like Bonus, F&F, employee advance and deductions, Reimbursements, Payroll taxes, etc.

# Ensuring compliance to various rules and acts

# Resolving employee queries regarding their salary

# To prepare MIS related to payroll



### Account Officer

The Sandesh Limited

Jun 2013 - Oct 2014 (1 year 5 months)

# Managing routine accounting function using SAP

# Prepare monthly balance sheet and profit and loss account.

# Running regular reports to be distributed to all department heads. (Ageing, Outstanding, Revenue, Collection, Statutory Compliances Etc.)

## Education



### The Institute of Chartered Accountants of India

2008 - 2012

Chartered Accountant



### Hemchandracharya North Gujarat University

Master's Degree

2008 - 2009

## Licenses & Certifications




**Computer Operator cum Programming Assistants** - Industrial Technical Training Institute


## **Skills**


Payroll Processing • Payroll Taxes • Payroll Analysis • Human Resources Information Systems (HRIS) •  
HR Operations • Accounting • Auditing • Taxations • ERP Implementations • WordPress

## **Honors & Awards**

 **Certificate of Appreciation** - eInfochips (An Arrow Company)  
2019

 **SAP S4 Hana Program Implementation** - eInfochips (An Arrow Company)  
2018

 **Pat on Back Award** - eInfochips (An Arrow Company)  
2016

 **Pat on Back Award** - eInfochips (An Arrow Company)  
2015