



Swati Gaurav Gunaghe

HR operations and Account
Assistant

PROFILE SUMMARY

- **HR Strategy & Policy Implementation**: Expert in developing and enforcing HR policies aligned with business objectives to foster a productive work environment. - **Employee Relations**: Proficient in managing employee relations issues, conflict resolution, and promoting a positive workplace culture. - **Payroll & Benefits Administration**: Experienced in overseeing accurate payroll processing, benefits administration, and ensuring compliance with legal standards. - **Compliance & Risk Management**: Knowledgeable in HR compliance, employment law, and mitigating organizational risks through effective policy enforcement. - **Performance Management**: Skilled in designing and executing performance management systems to drive employee growth and organizational success. - **HRIS & Technology**: Competent in utilizing HRIS systems to streamline HR operations, data management, and reporting. - **Talent Acquisition & Onboarding**: Efficient in managing end-to-end recruitment processes, in

EDUCATION

2018	MBA/PGDM Dr Dy Patil institute of management
2014	B.Com shankarlal khandelwal college
2011	XIIth Marathi
2009	Xth Marathi

WORK EXPERIENCE

Aug 2024 - Present	HR operations and Account Assistant Manoshree Engineering and Consultancy An HR Admin and Accounts Assistant is responsible for managing essential HR functions such as onboarding, employee relations, and benefits administration, while also supporting the finance department by handling accounts payable/receivable, processing invoices, and maintaining accurate financial records. This dual-role position requires strong organizational skills, proficiency in HR and accounting software, and a solid understanding of labor laws, financial principles, and best practices in both HR and accounting.
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PERSONAL INFORMATION

- Email
swatinandagonkar1993@gmail.com
- Mobile
(+91) 7058416467
- Total work experience
5 Years 2 Months

KEY SKILLS

- baiomatric
- Performance Appraisal
- VLOOKUP
- MIS
- Keka HRMS
- Exit Interviews
- Leave Management
- Exit Process
- Attendance Management
- Payroll
- Exit Formalities
- Joining Formalities
- HR Operations

OTHER PERSONAL DETAILS

- City
Nagpur
- Country
INDIA

HOBBIES

Reading book travel

LANGUAGES

- English
- Hindi
- Marathi

Apr 2024 - Jun 2024

HR Operations Associate
Artefact Project Pvt Ltd
Joining Formalities, Exit Formalities, Onboarding, Attendance Management, KEKA HRMS, FNF, Appointmen letter, payroll, updated policy

Jul 2022 - Apr 2024

HR Operations Associate
Asent business solution pvt ltd
joining formalities, exit formalities, background verification, attendance, payroll,MIS,

Oct 2020 - Jan 2022

Junior Executive
Go Digit General Insurance
opration team .. policy cancltion . endorsmnet solving quarry. uploding invoice..

Sep 2017 - Oct 2020

RSE
Bajaj Allianz General Insurance
Coordinate with executives and calling on IMD datas for bringing renewal business to the company, client retention, Smooth booking, coordinate with OPs and backends team for smooth work flow.

Projects

31 Days

Mutual Fund
how many percentage invest in mutual fund in india