

# GAURAVI KAVADE

gauravikhedekar56@gmail.com | (91+)9819606306

## SUMMARY

HR Payroll Analyst with expertise in end-to-end Payroll processing and Employee lifecycle. Skilled in streamlining HR processes using Workday and D365, with a strong focus on accuracy, compliance, and service excellence.

## WORK EXPERIENCE

### RWS Group

#### **People Services Administrator**

Dec, 2024- April, 2025

- Successfully transitioned the US payroll and employee lifecycle processes, established process workflows and SOP documentation to ensure operational efficiency and compliance.
- Oversaw end-to-end onboarding and offboarding operations for candidates.
- Initiated and monitored background checks for new hires via Empttrust and HireRight.
- Managed new hire profile creation, leave administration, and compensation updates in D365, and handled employment verification process using ADP.
- Collaborated with HR Business Partners and the Finance team to ensure accurate and timely payroll execution via Replicon.
- Ensured timely resolution of employee queries and delivering consistent HR support.

### Wipro Ltd, Airoli.

#### **Sr.Payroll Analyst**

Jan, 2024- April, 2024

#### **Payroll Analyst**

Jan, 2023- Dec, 2023

#### **Payroll Associate**

Dec, 2021- Dec, 2022

- Handled end-to-end payroll for US & Canada Clients on Workday Platform.
- Successfully transitioned the GS Add process.
- Responsible for reporting key process related metrics.
- Research and analysis on tax issues, as well as overpayments and underpayments in payroll.
- Worked on bank portals to stop or reverse payments and to release direct deposit files.
- Ticket queue management and task allocation to team members on daily basis.
- Creation/Updating SOP's.
- Promptly addressed and resolved client escalations on an urgent basis.
- Process audit of Defensive queries reports and training to process associates as per the client requirements.
- Performing various test scripts during semi-annually workday releases.
- Validating and monitoring various Integrations before and after payroll processing.
- Validating "Daily compliance state reports" for terminated Employee under compliance state law.
- Processing and Validating on off-cycle and On-cycle settlements.
- Interacting with Clients for any queries or issues in the process and ensuring all the activities are completed within the deadlines.
- Work Closely with the clients to understand their requirements and deliver the desired output.

## Kotak Mahindra Bank Ltd., Mumbai

### **Assistant Manager**

**Jan, 2021- Dec, 2021**

- Handling bulk cash, branch keys and vault custody.
  - Processing financial and non-financial transactions, tax payments.
  - Issuing passbooks, statements, and handling customer's requests.
  - Daily routine works such as filing, daily tally registers, drafting mails, maintaining records, customer-calling, EOD (end of the day) activities etc.
  - Redressing customer's needs pertaining to cash, DDs, cheque deposits and any other requirements.
  - Outward clearing, Collection of Cheques and maintaining excel entries.
  - Promoting all direct banking channels and ensuring that the customer is utilizing the same.
  - Verifying and Maintaining salary uploads confirmations
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## **EDUCATION**

### **Post Graduate Diploma in Management (Finance)**

**March, 2022**

- MIT School of Distance Education
- 9.20 CGPA

### **Bachelors in Accounting and Finance**

**November, 2020**

- KLE College of Science and Commerce
  - 9.32 CGPA
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## **AWARDS**

- Appreciated by Dazzle Award for process optimization.
  - Appreciated by Shimmer Award for good performance.
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## **ADDITIONAL INFORMATION**

**Technical Skills:** MS Office, Workday, Finacle, D365, ADP, ICIMS, Replicon, HireRight, Emprust.

**Key Skills:** Quick learner, Optimistic, Good attention to detail, Team Player

**Certifications:** Courses on Computer Concepts, Diploma in Industrial Accounting.

**Languages known :** English, Hindi, Marathi

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## **PUBLICATIONS**

- "NSS - It's Role in Social Awakening and National Development".
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