

NITIN KUMAR VERMA

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PROFESSIONAL SUMMARY

A highly motivated and results-driven operations professional with nearly three years of experience in payroll management. Skilled in analyzing and optimizing operational processes to enhance efficiency and drive results. Seeking an opportunity where I can leverage my skills and experience to lead a team toward new achievements while contributing to the success of the company. My goal is to secure a responsible career role where I can fully utilize my training, experience, and passion for operational excellence.

WORK EXPERIENCE

PAYROLL SPECIALIST – I [Duration: 3 years]

Dayforce India Private Limited (formerly Ceridian) – Okhla Sanctuary, UP [May 2023- Dec 2024]

Ceridian (formerly Excelity) - NOIDA, UP [Dec 2021- May 2023]

- Processed new hires, terminations, promotions, transfers, full and final settlements, and other employee status changes in the payroll system to ensure accuracy and resolve discrepancies by collecting and analyzing information.
- Managed payroll processing for 2,500+ employees monthly and semi-monthly, ensuring the accuracy of pay, deductions, and compliance with tax laws, statutory benefits (PF, ESIC, LWF, PT), and organizational policies.
- Managed employee benefit plans such as insurance, provident funds, gratuity, and leave encashment.
- Led special projects, ensuring timely and accurate completion while solving complex payroll issues.
- Acted as the point of contact for employee queries related to payroll, deductions, reimbursements, and compensation matters.
- Coordinated with Finance, HR, Tax, and Payroll Service Partners to ensure seamless data communication.
- Validated and reviewed employee reimbursement and investment proof documentation.
- Supported year-end activities, including generating Form 16 for employees and reconciling payroll accounts.
- Generated and presented monthly MIS reports and dashboards to management.
- Supported internal and external payroll audits to ensure compliance with regulatory standards.
- Advanced skills in Microsoft Office Suite (Excel, Word, Outlook), including VLOOKUP, formulas, and data analysis.
- Reconciled monthly benefit statements from vendors to ensure the accuracy of information in the payroll system.

EDUCATION AND TRAINING

MBA in Marketing and Information Technology

I.T.S College, Ghaziabad

Aug 2019 – Aug 2021 | CGPA: 8.06

Internships: **Extramarks Education India Private Limited** | Duration: 2 months

Projects and Research:

Consumer Preference and Perception Towards Online Education

- Managed CRM system updates, ensuring accurate tracking of customer interactions and sales progress to optimize lead nurturing efforts. Assisted the sales team in generating and qualifying leads for B2C sales opportunities.

Impact of Social Media on Digital Marketing

- Analyzed the influence of social media platforms on customer behaviour and its effect on digital marketing strategies. Explored how brands leverage social media to drive engagement, brand awareness, and conversions.

B.TECH in Mechanical Engineering

Dr Akhilesh Das Gupta Institute of Technology & Management, New Delhi

Aug 2016 – Aug 2019 | CGPA: 8.85

Internships: **Bharat Electronics Limited** | Duration: 1 month

Indraprastha Power Generation Company | Duration: 1 month

Projects and Research:

CNC Machines in Machine Shop

- Studied operation, maintenance, and programming of CNC machines using G-code and CAD/CAM software.
- Worked with a team to manage the operation and maintenance of boilers and steam turbines used in electricity generation, ensuring optimized performance for continuous power supply.

Automatic Tyre Inflation and Smart Braking System

- Developed an automatic tire inflation system that ensures vehicles maintain optimal tire pressure, improving fuel efficiency and vehicle handling.
- Advanced driver assistance system (ADAS) designed to enhance a vehicle's braking capabilities through sensors, cameras, and intelligent algorithms. The system adjusts braking force based on real-time inputs, such as road conditions, traffic, and vehicle speed.

DIPLOMA in Mechanical Engineering

Pusa Institute of Technology, New Delhi

Aug 2013 – Aug 2016 | CGPA: 7.62

Internships: **Northern Railway** | Duration: 1 month

Projects and Research:

Air Brake System

- Studied the key components of the air brake system, including brake pipe, brake valve, and air compressor. Focused on the maintenance and operation of valves, compressors, and cylinders used for braking efficiency in locomotives.

Automatic Sun Tracking Solar Panel

- Developed a microcontroller-based mechanism that automatically adjusts the angle of solar panels to maximize sunlight exposure, enhancing energy efficiency for solar power generation.

CBSE – 10th Matriculation (8.8 CGPA)

St. John's Academy, New Delhi [May'2013]

May 2013 | CGPA: 8.8

SKILLS

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| ▪ Strong Analytical & Problem-Solving Skills | ▪ Payroll Systems & Process Optimization |
| ▪ Time Management & Organizational Skills | ▪ Payroll Audits & HR/Statutory Compliance |
| ▪ Flexibility Across Time Zones | ▪ Proficiency in Payroll Software & MS Office |
| ▪ Process Improvement & Workload Balancing | ▪ Basic knowledge of AutoCAD, Ansys software |
| ▪ Team Leadership & Development | ▪ Data Analysis & Reporting (MS Excel, Power BI) |

CERTIFICATIONS

- **THE FUNDAMENTALS OF DIGITAL MARKETING** - certified by Google
- **MS-EXCEL** - certified by UDEMY
- **ANSYS** - certified by Lr Edusoft Solution & Services Pvt. Ltd.
- **AUTOCAD** - certified by Lr Edusoft Solution & Services Pvt. Ltd.

ACTIVITIES & INTERESTS

- Listening to music across various genres
- Active participant in chess, badminton, and basketball
- Passionate about traveling and exploring new places
- Eager to learn new skills and stay updated on industry trends