

# Nikhil Tadilkar

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## Profile

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Seeking a dynamic role within a reputable organization to enhance my expertise and capabilities while driving strategic growth initiatives. Eager to leverage my exceptional communication and interpersonal abilities to contribute towards the achievement of company objectives.

## Educational Qualifications

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### SSC

#### Nirmala Convent School

📅 2006 – 2007 📍 PUNE

Passed with second class

### H.S.C.

#### S V Union School and JR College

📅 2007 – 2009 📍 PUNE, INDIA

Passed with pass class

### BA

#### Nowrosjee Wadia College

📅 2012 – 2012

passed with first class from Pune University

## Work Experience

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### Payroll Analyst (AU and NZ)

#### ADP Private limited

📅 07/2017 – present 📍 PUNE, INDIA

Applications used :-

Citrix Pay force :- Processing end to end payroll, Making YTD adjustments, Leave adjustments, STP amendments etc.

Streamline Portal :- Creating payroll schedules and uploading in streamline portal, accepting data, generating streamline reports, making changes to existing schedule.

Celergo :- Working as client account manager for the client generating reports on the celergo shuttle. Making payroll adjustments, generating banking file etc.

Payroll process followed :-

Conducted thorough analysis of payroll data to ensure accuracy and compliance with AU and NZ regulations.

Implemented process improvements that resulted in a 20% reduction in payroll errors.

Collaborated with cross-functional teams to resolve payroll discrepancies and improve efficiency.

Compiled and reviewed payroll reports for management, providing insights and recommendations for cost savings and process optimization.

Implemented new payroll system for company, resulting in increased efficiency and accuracy in processing employee payments.

Conducted regular audits of payroll data to ensure compliance with relevant legislation and company policies.

Collaborated with HR department to resolve payroll discrepancies and provide timely resolution to employee inquiries.

Developed comprehensive payroll reports for management, highlighting key metrics and trends to inform decision-making processes.

## Work Experience

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Implemented new payroll procedures and systems to streamline processes and increase efficiency for a multinational company operating in both Australia and New Zealand.  
Conducted detailed audits and reconciliations of payroll data to ensure accuracy and compliance with local tax regulations and company policies.  
Collaborated with HR and finance teams to resolve payroll discrepancies and provide timely and accurate payroll information to employees.  
Developed and delivered training programs for colleagues on payroll software and procedures to improve overall understanding and accuracy of payroll processing.  
Analyzed and processed payroll data for multiple clients in Australia and New Zealand to ensure accurate and timely payroll delivery.  
Collaborated with cross-functional teams to resolve payroll discrepancies and provide comprehensive payroll reports for management review.  
Implemented payroll system upgrades and enhancements to streamline processes and improve overall efficiency.  
Conducted regular audits and quality checks on payroll data to maintain compliance with local regulations and company policies.

### Quality Analyst for U.S. Mortgage Digital Risk Mortgage Services

📅 08/2015 – 07/2017 📍 PUNE, INDIA

Conducting verbal verification of employment over the calls and website.  
Making sure turn around time is met as per the SLA for verification.  
Submitting relevant documents to inland revenue department to generate the valid income certificate.  
Performing quality checks for the team and escalating any major issues or concerns to the team manager.  
Training new joiners on the product and making sure quality parameters are met.

## Project Work

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- Daily generating releases and reports due status for the team this helped in keeping the payroll turnaround time.
- Conducting and leading products and legislature meeting for the team this helped in keeping the team updated on legislature and system updates.
- Conducting training for the new joiners and preparing them up until on job training.
- Conducting service calls for clients in order to get an update on quality of service.

## HR Operation

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- Conducting interviews as per client requirement, shortlisting the candidate and scheduling interview, adding employee details in payroll system.

## Payroll Certification

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📅 12/2024

### India payroll Udemy

Overview

Understanding Salary components such as Basic pay, dearness allowance, house rent allowance, city compensatory allowance, leave travel allowance and various other allowances.

Salary structure such as gross pay, net pay, cost to company.

Leave management setup like and types of leave such as CL, PL, SL, Mat leave, pat leave, sabbatical leave, attendance management.

Understanding on statutory and non-statutory components like PF, ESIC, LWF, professional tax, gratuity and how each of these components are calculated.

## **Payroll Certification**

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Understanding tax calculations like TDS, new tax regime, old tax regime, articles under which we get exemption.

Information on code on wages 2019 and OSHWC 2019.