

DEEPAK SHARMA

Delhi | +91 7006540871 | D.deepaksharma1033@gmail.com | LinkedIn: <https://www.linkedin.com/in/deepaksharma1033/>

PROFESSIONAL SUMMARY

APAC Payroll Analyst with 5 years of diverse experience in Payroll, Vendor Management, Business Operations, Shared Services, Full and Final Settlements, and Attendance Management.

Proficient in leveraging **advanced Excel** and data automation tools to streamline processes, ensuring exceptional onboarding and seamless exit experiences for employees.

Currently pursuing a Master's in Data Science to enhance expertise in HR Analytics and align with evolving industry standards.

SKILLS

- Human Capital Management Software Like Workday, Greyt HR, HRIS, HCMS, Lark.
- Vendor Management
- Employee Relations and Life cycle Operations
- Enterprise Resource Planning Module (Full and Final Settlement Processing/Claims)
- Framework: Python (Pandas)
- Languages: SQL, Python
- Tools: Power BI, MS Excel (Dashboard Preparation, Daily Analysis)

EXPERIENCE

APAC PAYROLL ANALYST | BYTEDANCE INDIA TECHNOLOGIES PVT. LTD. | MUMBAI

JULY 2024 – DEC2024

- Managed end-to-end monthly payroll activities, ensuring accuracy and timeliness in processing, validation, and statutory reporting.
- Enhanced payroll processes by implementing efficiency-driven systems, leading to increased accuracy and reduced processing time.
- Collaborated with the Finance team on payroll reporting, analysis, and internal/external audits.
- Built strong vendor relationships, ensuring adherence to SLAs and contractual obligations.
- Partnered with HR teams to improve employee experience and manage compliance with regulatory changes.
- Developed effective relationships with local authorities, including Social Security and Tax departments.

SENIOR EXECUTIVE (SENIOR HR ANALYST) – IN-CHARGE | SHRIRAM AUTOMALL INDIA LTD.

APRIL 2022 – JUNE 2024

- Led Leave Management, Full & Final Settlements, and Payroll processes across group companies.
- Pioneered the digitization and automation of HR processes, improving efficiency and providing employees with a seamless experience.
- Ensured 100% accuracy and timeliness in payroll and settlements while auditing policies and processes for compliance.
- Designed feedback mechanisms for continuous process improvement and employee satisfaction.

EXECUTIVE (HR ANALYST) – NATIONAL TEAM MEMBER | SHRIRAM AUTOMALL INDIA LTD.

APRIL 2021 – MARCH 2022

- Audited payroll processes to ensure compliance with legislative standards.
- Managed payroll records, calculated increments, and processed statutory deductions (e.g., PF, ESIC).
- Handled employee reimbursements, advances, and audit coordination for internal and external compliance.
- Maintained confidentiality and adhered to payroll policies and regulatory requirements.

JUNIOR HR ANALYST – TEAM MEMBER | SHRIRAM AUTOMALL INDIA LTD.

MARCH 2019 – MARCH 2021

- Delivered accurate payroll processing and compliance with Indian regulations.
- Developed and managed payroll checks, benefits, and documentation processes.
- Processed payroll for new hires and leavers, resolved queries, and ensured adherence to company policies.
- Supported internal and external audits with variance analysis and detailed reports.

EDUCATION

MASTER'S IN BUSINESS ADMINISTRATION (HUMAN RESOURCE)

Chandigarh University

AUGUST 2020 - MAY 2022

BACHELORS IN HOTEL AND HOSPITALITY MANAGEMENT

Chandigarh University

AUGUST 2016 - MAY 2019

CERTIFICATIONS

- HR US Payroll - HR Certification Institute® (HRCI®)
- HR US Payroll - Society for Human Resource Management (SHRM®)
- Strategic Human Resource - (SHRM®)
- SAP Certified Application Professional - HCM Workforce Process Management with SAP ERP 6.0 EHP5
- Human Resource Management – Pace Career Academy.
- Data Visualization with Python Certificate (IBM)