



# Safiur Rahman

## Project Delivery Executive

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## Summary – 3+ Years of Experience

Results-driven professional with 3+ years of experience as a Payroll Executive and Project Delivery Executive, skilled in managing payroll operations, statutory compliance, and project execution. Proven expertise in end-to-end payroll processing, ensuring timely salary disbursements, accurate tax deductions, and adherence to labor laws. Adept at leveraging SAP FICO and financial tools to streamline payroll functions and support budgeting efforts. Equally experienced in leading complex projects, optimizing catalog processes, and enhancing client satisfaction through cross-functional collaboration and process improvement. Strong track record in reducing errors, improving efficiency, and ensuring the timely delivery of both payroll and client-facing projects. Seeking to contribute to organizational success with a hybrid skill set in payroll management and operations.

## Experience

### **Project Delivery Executive – 09/2021 to Present**

**IndiaMart Intermesh Ltd, Noida, India**

#### ***Project Delivery Executive (Payroll/ Case Audit)***

- Managed end-to-end payroll processing for the employees, ensuring timely and accurate salary disbursements in compliance with statutory regulations.
- Implemented improvements to payroll processes, reducing processing time by 15% and enhancing data accuracy.
- Handled salary computations including bonuses, arrears, deductions (PF, ESI, TDS), and reimbursements, minimizing errors and ensuring audit readiness.
- Coordinated with HR and Finance teams to collect inputs such as attendance, leaves, and increments for monthly payroll processing.
- Responded to employee payroll queries and resolved discrepancies related to salaries, deductions, and tax filings, improving employee satisfaction.
- Coordinate with IT and technical teams to implement automated solutions for catalog management, reducing manual work and increasing efficiency.
- Develop and deliver training sessions for team members, enhancing their understanding of audit processes and improving team productivity.

#### ***Project Delivery Executive (Designing)***

- Spearhead process optimization initiatives, improving project turnaround time by 20% through the identification of inefficiencies and implementation of targeted improvements.
- Oversee a portfolio of client accounts, providing tailored solutions to enhance satisfaction, while proactively identifying opportunities for additional service offerings.
- Facilitate communication between design, technical, and operations teams to ensure the accurate and timely delivery of projects, maintaining alignment with client requirements.
- Monitor and track project progress, resolving any delays or issues promptly to ensure that milestones are met on schedule and within scope.
- Gather and analyze client feedback regularly, adjusting project strategies and workflows to optimize performance and elevate client experiences.
- Lead the development of detailed project timelines and resource plans, ensuring the timely allocation of resources to meet client expectations.
- Conduct regular post-project evaluations, gathering client feedback and making improvements to the project delivery process for future initiatives.

## Education

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**Master's Degree of Business Administration in Finance – 2025**

Integral University, Lucknow, India

**Bachelor's Degree of Business Administration in Supply Chain Management – 2022**

Integral University, Lucknow, India

## Internship

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**Marketing Intern, Mandatory Trendz**

## Certificates

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- **SAP S4 HANA Accomplished Training-** Srijan Institute 2025
- **Peachtree Certification,** Udemy – 2024

## Skills & Expertise

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| <ul style="list-style-type: none"><li>• SAP FICO</li><li>• SAP MM</li><li>• Peachtree</li><li>• MS Office Proficiency</li><li>• Accounting and Finance</li><li>• Supply Chain Management</li><li>• Logistics</li></ul> | <ul style="list-style-type: none"><li>• Process Optimization</li><li>• Data Analysis and Reporting</li><li>• Communication and Presentation Skills</li><li>• Project Management</li><li>• Client Relationship Management</li><li>• Product Catalog Management</li><li>• Quality Assurance and Auditing</li></ul> |
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## Languages

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**Hindi:** Native | **English:** Proficient | **Urdu:** Native