

**Shubham Kumar**

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## Professional Summary

### Certifications:



**SAP Certified Associate - Implementation Consultant - SAP SuccessFactors Employee Central Core**  
**<https://www.credly.com/badges/00943025-1b87-47f5-8fbd-7d1c7f0b12bc>**

SAP SuccessFactors Employee Central Skill set: -

- Foundational Objects, Metadata Framework (MDF) & Generic objects.
- Succession & corporate data models to create background elements, standard elements, hris elements etc.
- Configured Workflows for different events like New Hire, home address changes etc.
- Role Based permissions (RBP) to create roles and permissions.
- Configuring Employee files/people profile and customizing of Employee Central Portlets like personal info, job info using Manage Business Configurations.
- Configuring the country specific field succession data model.
- Import and export Data
- Propagation and workflow
- Creating Custom Object
- Business rules.
- Position Management in Employee central.
- Role Based permissions (RBP).
- Pick list management.

SAP HCM Skill set: -

Primus TekSystem –Pune, MH

May 2024 - till now

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|------------|--|
| Project #1 | SAP SuccessFactors – EC (Implementation & Support) |
| Role       | Consultant   |

**SAP SuccessFactors Employee Central Skill set: -**

- Configure the MDF and Generic Objects as per the client requirements.
- Creating the associations
- Checking open Tickets and closing as per priority.
- Changes to configuration settings as required by the client, analyzing the impact of changes taking place.
- Worked on support project handling the issues faced by the end users.
- Providing day-to-day operational and process support to users.
- Resolved User issues on a timely basis.
- Handling and Resolving the Issues according to the priority.

### **Work Experience**

- Working as a SAP SuccessFactors Consultant EC at – Noida from May 2024 to till date.
- Worked as a HR Professional at IDC Technologies – Noida from June 2021 to May 2024
- Worked as a HR Executive at CyberThink – Ahmedabad (Remote) from Dec 2020 to April 2021
- Worked as a Lead HR Executive at Violet Ink LLC– Noida from June 2019 to Nov 2020
- Worked as a HR Executive at IDC Technologies - Noida from June 2018 to May 2019.
- Worked as a HR Executive in eTeam Infoservices Pvt. Ltd- Noida from May 2016 to April 2017.

### **Previous Job Responsibilities Handled:**

- Identifying future hiring needs and developing job descriptions and specifications.
- Source and recruit candidates by using databases, social media etc.
- Hands-on experience with recruiting software, as well as Human Resource Information Systems (HRIS).
- Conduct onboarding and induction formalities, understand and convey the company policies to the new joiners, to check give all necessary details like JD, ID Card, email ID, and other formalities to the new staff.
- Exit Management: Handle all Exit processes and maintain documents like Resignation Acceptance, Relieving letter, Full & Final Procedure.
- Keeping track of attendance, leave management, of employees.
- Plan and keep track of probation, confirmation date of employee & ensure timely implementation of the probation, confirmation, assessment process for all new employees.
- Responsible for preparing & issuing appointment, experience, and relieving letters.
- Maintaining and updating personal files of all the employees.
- Handling employee quarries and resolving their issues by meeting in-person, maintaining discipline.
- Handling PF Concerns like PF KYC Approvals, Transfer claim approvals, etc.
- Verifying, updating, and processing Attendance Inputs and Monthly Payroll inputs.
- Handling Grievances related to Salary and ESS portals.

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### **Educational credentials:**

PGDM with HR from TISS – SVE in 2021  
BBA from William Carey University in 2016

### **Declaration**

I hereby declare that all above furnished information is true to the best of my knowledge. I would prove to be an asset to the organization I serve.

Place: Noida

Date:

(Shubham Kumar)