BACKGROUND

EXPERIENCE

SNAPSHOT

PeopleSoft HRM 8.0 & 9.2

SAP HR (PA ,OM, TM)

ERP ( HRM) Functional

Organizational Development

Employee Engagement

Performance Management

Payroll, C & B

Talent Acquisition

Policies & Strategies

Training and Development

A competent professional with 9+ years of experience in (IT, Retail , Healthcare & BPO Sector) in the field of Human Resources professional which includes the roles like Talent Acquisition, End to End Recruitment, Payroll, Leave and Attendance Administration, Training & Development, Performance Management & Appraisals, Statutory Compliances, Compensation & Benefits, Organization Development, Employee Relations, Transfer, Audits, Onsite Transfers, Separation, Full and final settlement.

A keen planner, strategist & implementer with demonstrated abilities in implementing Human Resource policies & strategies to accelerate Organization’s approach for excellence and growth. An effective communicator with excellent relationship building & interpersonal skills with strong analytical, problem solving & organizational abilities.

Working as a Business analyst-HRM from November 2017 in Globalization Project. Worked on Gap Analysis in-between different countries on the basis of their processes and policies, testing defects, modifying and executing system test scripts into automation test scripts and run via selenium.

CGI EXPERIENCE

Senior Business Analyst – (November 17 to till date)

As a Senior Business Analyst , in the Globalization ASDC being a part of a HRM Functional Team, I have done **Gap Analysis** for different countries **Absence Management** process and policy.

Using HRM , Financial advantage products carry out testing as per country code for Address, Date & Time.

Prepared **Automation** Scripts on the basis of manual scripts of Finance, HRM, VSS and run on the basis of selenium application to understand the functionality of application and check errors on the basis of change execution.

Worked on defect backlog team to check recreation status of HRM defect raised for tool improvisation perspective.

Senior Associate Human Resource – (December 13 to November 17)

As a Senior Associate, in RHRMS Team

Worked as a RHRMS for Mumbai location. Handled processes like PSA Enrolments, Induction, on boarding formalities, Payroll, Leave Management, Transfer, Audits and Separation.

* As part of the Data Maintenance I was creating and updating the member records for various actions like…
* New Joiners Enrolments
* Leave Update
* Job Data updates like Transfers , Manager Change, Project and team change
* Appraisal, Salary hike & Promotion update
* Maintaining e record for all supporting’s
* Terminations
* Involved in the Testing during the PSA HCM implementation from PSA 8.0 to 9.2
* Reviewed the test scripts and validated the steps that are documented appropriately to check the smooth transition to happen for whole database
* Worked as a SME and trained HR Shared service team in manila to facilitate transactions for different process transition
* Creation and Maintenance of Key operating procedures for HR Process.
* Provide SME support to cross functional teams ( advisory and transactional)
* Reengineering of the India Separation process align to global process.
* Reengineering and worked on Leave and attendance process to have automated mapping from folklore to PSA Timesheet. To reduce human errors and miss.

OTHER EXPERIENCE

Forbes Technosys Ltd – (July 12 TO November 13)

As an Executive in Human Resource department.

Handled processes like SAP Enrolments, Induction, on boarding formalities, Payroll, Leave Management, Transfer, Audits and Separation.

Involved as a core team member for SAP Implementation. Reviewed and checked the smooth transition to happen for whole database for PAN India employees in Forbes from excel to SAP.

Asmita Group’s Hospital’s – (April 10 TO June 12)

As an Executive in the Human Resource Department

Handled processes like Induction, on boarding formalities, Payroll, Leave Management, Transfer, Audits and Separation.

Worked on to prepare Employee Handbook.

Aditya Birla Retail Limited – (March 09 TO March 10)

As a Junior Executive in the Human Resource Department

Handled processes like Sourcing, Recruitment, Offer release, on boarding, Training and Development.

EDUCATION

**Masters in Management Studies** **( MMS )-2009**, Mumbai University, Human Resource

**Bachelors in Science** **( B. Sc)-2006**, Mumbai University, Industrial Microbiology

TRAINING AND CERTIFICATIONS

Examples:

* Courses on Business Analysis (Internal Training on Skill Port)
  + Business Analysis Perspectives
  + Business Analysis and Requirement Life Cycle Management
  + Activities and Tools used for Business Analysis
  + Documentation and Criteria used for Business Analysis
* Attended training on ITIL Foundation
* Attended Training on Data Analytics
* Attended Training on Selenium Automation Testing.

|  |  |  |
| --- | --- | --- |
| **SKILL** | **NUMBER OF YEARS** | **SKILL LEVEL\*** |
| Application knowledge |  |  |
| MS Office suit |  |  |
| Jama, Confluence, Clear Quest,Ensemble, Selenium | <1 | 2 |
| Peoplesoft 8.0 & 9.2 | 5 | 3 |
| SAP | 2 | 2 |
| Industry knowledge |  |  |
| HR Domain | >9 | 3 |

\* 0 = none, 1 = little, 2 = good, 3 = very good, 4 = expert