

Resume

ANKIT SRIVASTAVA

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ABOUT MYSELF

I am very practical person with an amiable disposition and strong cultural values. I strongly believe in accuracy and precision in whatever I do. I believe I have good communication skills that would provide transparency and productivity in the organization.

EDUCATIONAL QUALIFICATION

- Spring Dale College from I.C.S.E in the year of 2011.
- B.B.A in the year of 2016 (Sikkim Manipal University)

OTHER QUALIFICATION & EXPERIENCES:-

- Knowledge in Computer MS-Excel, MS-Windows, MS-Office and well conversant with Internet, IT.
- CCC Certificate from NIELIT in 2018.
- Certification in SAP HCM from Henry Harvin.
- Worked as an SAP HR consultant in Sky Scrapers Technologies Pvt Ltd for 4 Years.
- Worked at Amazon as an HR Assistant II FOR 1 Year 2 Months.
- Worked at Infosys BPM till Aug 2023.
- Currently Working at GLS Group since November 2023.

PERSONAL PROFILE:-

Father's Name : Mr. Suresh Chandra Srivastava
Address : 418H/226 Sector D1 L.D.A Colony Kanpur Road
 : Lucknow. 226012.
Date of Birth : 3rd March 1993.
Marital Status : Single
Languages Known : English, Hindi & Punjabi.
Hobbies : Listening Music.
Nationality : Indian.

TECHNICAL EXPERTISE :-

Configuration Of Organizational Structure using different methods, Personnel Structure, Employee Structure, Personal Management Configuration, Time Management, Payroll, Posting, BDC, LSMW.

EXPERIENCE:-

SKY SCRAPERS TECHNOLOGIES PVT LTD FROM (SEP 2017 TO JUN 2021)

Designation – SAP HR Consultant

Project:

Inhouse Implementation & support for Sky Scrapers Technologies Pvt Ltd with 3rd Vendor Support Team.

- Configured & Supported on Organization Structure, Personnel Administration, Positions, Actions, Absence, Wage Type, Supported with Savings declaration, Reimbursements, Tax Exemptions, Payroll Structure, Postings, Time Management, Master Data Maintenance, Configuration of Salary Slips. Configuration of LSMW for uploading various Infotypes .
- Responsibility for their Absence and Attendance Time Keeping, Shift Management Maintaining and looking to their Payroll, Employee Data etc. on SAP ERP.

AMAZON DEVELOPMENT CENTER (AUG 2021 TILL 31st OCT 2022)

DESIGNATION- HR Assistant II (FOR U.S EMPLOYEES)

Key Accomplishments:

- Responsibility for their Leave of Absence and Attendance Time Keeping, Time card Corrections, Tickets, Payroll, Shift, Step Plan, Compliances.
- Handling company US policy and looking to their Payment Schedule by ADP.
- Handling the U.S taxes, W4, W-2, I-9 form, 1099-A, 1099 B, State tax, Federal tax, Medical tax.

MyHR cases, Sim Tickets including Business Invitation Letter, Wage Report, Employment Verification Letter, Pay, Benefits (Medical, Insurance, Dental, Email to Cases, Internal Transfer, HR Specialist, hands on Salesforce Panorama, CEM,

- DALI.

Infosys BPM LTD(JAN 2023 – Aug 2023)

DESIGNATION – Process Specialist (US Customer)

Key Accomplishment:

- Responsibility to handle agents in handling customers of US for their broadband related concern, Troubleshooting, ticket Handling, Genesis, Maintaining Roaster, Handling Calls & Chats Both, Salesforce, Polls DSLAM, Automate etc.
- Training
- Coaching
- Performance reviews
- Handle escalations
- Provide answers and guidance to staff
- Support agents to perform their job
- Lead and Inspire
- Facilitate Meetings

GLS Group of Companies (OCT 2023 – Till The Date)

DESIGNATION – DEPUTY MANAGER – IT (SAP HCM/HR S/4 HANA)

- **PROJECTS**

- **GLS Polyfilms** – Configured & Supported on Organization Structure, Positions, Actions, Absence, Wage Type, Supported with Savings declaration, Reimbursements, Tax Exemptions, Payroll Structure, Postings, Time Management, Master Data Maintenance, Configuration of Salary Slips & Manual (Z) T-codes for salary register, Configuration of BDC with ABAP consultant for manually uploading the attendance on everyday basis by providing recording of specific T-codes, LSMW.
- **GLS Films Industries Pvt Ltd** - Configured & Supported on Organization Structure, Positions, Actions, Absence, Wage Type, Supported with Savings declaration, Reimbursements, Tax Exemptions, Payroll Structure, Postings, Time Management, Master Data Maintenance, Configuration of Salary Slips & Manual (Z) T-codes for salary register, Configuration of BDC with ABAP consultant for manually uploading the attendance on everyday basis by providing recording of specific T-codes.
- **GLS Foils** - Configured & Supported on Organization Structure, Positions, Actions, Absence, Wage Type, Supported with Savings declaration, Reimbursements, Tax Exemptions, Payroll Structure, Postings, Time Management, Master Data Maintenance, Configuration of Salary Slips & Manual (Z) T-codes for salary register, Configuration of BDC with ABAP consultant for manually uploading the attendance on everyday basis by providing recording of specific T-codes, LSMW.
- **GLS Elopak** - Configured & Supported on Organization Structure, Positions, Actions, Absence, Wage Type, Supported with Savings declaration, Reimbursements, Tax Exemptions, Payroll Structure, Postings, Time Management, Master Data Maintenance, Configuration of Salary Slips & Manual (Z) T-codes for salary register, Configuration of BDC with ABAP consultant for manually uploading the attendance on everyday basis by providing recording of specific T-codes, LSMW.
- **YANSEFU Inks & Coatings Pvt Ltd**- Configured & Supported on Organization Structure, Positions, Actions, Absence, Wage Type, Supported with Savings declaration, Reimbursements, Tax Exemptions, Payroll Structure, Postings, Time Management, Master Data Maintenance, Configuration of Salary Slips & Manual (Z) T-codes for salary register, Configuration of BDC with ABAP consultant for manually uploading the attendance on everyday basis by providing recording of specific T-codes, LSMW.

Thanks & Regards,

Ankit Srivastava

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