

## Summary

---

- With over 7 years of professional experience, including 3+ years in HR and 4+ years in Oracle Application E-Business Suite Human Capital Management and Fusion HCM / Payroll.
- Excellent Knowledge on Fusion Global HR, Payroll, Absence Management, HDL and PBL.
- Great work experience in Implementing Human Resource processes such as Hire to Retire.
- Good exposure of Analytical, Designing, Development, Production Support, User Training and implementation of Oracle Applications HRMS.
- Good Sound knowledge of Oracle E-Business Suite Implementation methodology (AIM) and Experience in documenting deliverables (Requirement Gathering, GAPS, Functional Solution and Test Plans).
- Have been the part of two end to end Implementation and two Support Projects.
- Provided Internal and Client User trainings.
- Good understanding of HR data and actively participated in data migration activities.
- Good understanding in Oracle E-Business Suite architecture and integrations between modules especially for HRMS areas.
- Having good understanding of ERP concept, business process/logic and application Setup.
- Having knowledge and closely work with technical team to develop RICEFW Components, Customizations and Personalization.

## Professional Experience

---

Unosis IT Solutions Pvt. Ltd.

Oracle HCM Functional Consultant

Bangalore

10/2020 – Present

- Worked closely with the HR department for Requirement Gathering, analyzed the current HR processes and converted to application flows.
- Defining the Flex Fields for setting up Business Group and the Work Structures.
- Created Personal Analysis Key Flex field for maintaining the Employee's Special Information.
- Defining Organization and Position Hierarchies.
- Configuration of the Payroll Module like defining Payment methods, Payroll, Elements, and Element links, Salary Basis, Write Fast Formulas, and Balances.
- Configured Absence Management like Absence Element, Absence types, Accrual plans.
- Worked on Work Schedules, Configured Shifts, Patterns and schedules.
- Enabled DFF and EIT's for maintaining employees additional and Extra Information's.
- Assigning Payrolls and eligible information's to Employees to process Payroll.
- Used BEE (Batch Element Entry) to upload the bulk of Element entries.
- Creating Element Sets, Assignment Sets and Consolidation Sets.
- Created Elements through EDW by different classifications.
- Configured Organizations with different classifications based on Indian Legislation.
- Linked Statutory seeded elements for Income tax, PF, ESI, PT and LWF.
- Assigned required Balances to Elements to process all statutory Elements.
- Processed Monthly returns, Quarterly Returns and Year end Process.

ADKI Technologies Pvt. Ltd.

HR Executive

Hyderabad

09/2019 – 09/2020

- Handled payroll for three entities, namely India, Kenya & UAE.
- Full and final settlements during resignation.

**Anudeep D**  
**Oracle Fusion & EBS HCM Functional Consultant**  
+91 8121234311  
[anudeepdasari.0420@gmail.com](mailto:anudeepdasari.0420@gmail.com)

- Producing late arrival and early departure report and sending them to the concerned departments and department Heads.
- Salary Deductions for late comers and early goings and issuing memos or termination letters for the same.
- Updating employee records with holiday requests, payroll changes etc.
- Handling complete recruitment cycle.
- Worked on Oracle related requirements like Cloud, EBS Technical & Functional.
- Sourcing candidates through effective channels like Job portals, Social networking sites & internal employee referrals etc.
- Sharing the checklist of documents that the employee should submit on their Joining date.
- On-board new employees in order to become fully integrated with the organization.
- Handling Documentation part, making them fill the Employee details form which includes all the personal, professional details of the employee.
- Creating a tracking system to ensure that documentation is completed for all new employees.
- Finishing the on boarding process.
- Involved in additional activities like BGV, Leave management, Employee Exit Management, etc.

Dhanush Infotech Pvt. Ltd.  
HR Executive

Hyderabad  
06/2017 – 09/2019

- End to End new employee joining formalities.
- Organizing inductions and training for new employees.
- Maintaining employee personnel files.
- Developing employee related records.
- Handling complete recruitment cycle.
- Sourcing candidates through effective channels like Job portals, Social networking sites & internal employee referrals etc.
- Posting the vacancies on Portals according to job requirements.
- Scheduling and coordinating interviews for shortlisted candidates.
- Conducting written and technical tests for candidates, coordinating and conducting interviews for shortlisted candidates with the technical team.
- Interacting with the technical teams and rolling out the offers for the selected candidates.
- Follow up with the selected candidates on their Joining date, Salary negotiation, sharing offer letter and salary breakup, clarifying doubts if any.
- Sharing the checklist of documents to be submitted by the employee on their joining date.
- On-board new employees in order to become fully integrated with the organization.
- Explaining about the hierarchy of the organization, introducing the reporting managers/TL:s to them.
- Interacting with IT admin department to arrange Laptops, Systems etc. to the new joiners.
- Arranging ID cards to the new joiners, opening bank accounts for them.

## Projects

---

Development & Support  
Oracle HCM Functional Consultant

Bangalore  
11/2022 – Present

- Offshore Support to the client end users on daily basis on production issues in Core HR, Compensation & Benefits, Absence
- Management and SSHR. Involved in raising SR's and maintain them by interacting with Oracle analysts in resolving client issues.

**Anudeep D**  
**Oracle Fusion & EBS HCM Functional Consultant**  
+91 8121234311  
[anudeepdasari.0420@gmail.com](mailto:anudeepdasari.0420@gmail.com)

- Trained client staff on functional aspects of the HR processes.
- Maintain Jira based on the level of impact on the issues aroused, raised Service Request by prioritizing.
- Interact with the end users and demonstrate the changes in functionality in details.
- Involved in preparation of test scripts of TE. 040 and conducted Testing process in various scenarios.
- Involve in unit testing and integration testing on various modules.
- Testing the functionalities as per the change in requirements.
- Check for alternatives. Testing the solution in the TEST instance and duplicating the solution on production if client approves.
- Prepare training materials such as SOPs and User Manuals with screen shots, exercises and presentations for critical end users.

**Enhancement & Support  
Functional Consultant**

**Bangalore  
12/2020 – 09/2022**

- Hands on Support to the client end users on daily basis on production issues in Core HR, Compensation & Benefits and Payroll.
- Involved in raising SR's and maintain them by interacting with Oracle analysts in resolving client issues. Configuration and setup of data of the Work
- Structures and Payroll modules.
- Trained client staff on functional aspects of the HR processes, Work structures and Absence Management. Interact with the end users and demonstrate
- the changes in functionality in details.
- Involved in preparation of test scripts of TE. 040 and conducted Testing process in various scenarios. Involve in unit testing and integration testing on various modules.
- Testing the functionalities as per the change in requirements.
- Prepare training materials with screen shots, exercises and presentations for critical end users.

## Skills

---

**Oracle Applications/ Methodology:**

Application Implementation Methodology (AIM) • Application Release /Version -11i, R12 & Fusion HCM (R13) • Application Modules - Oracle Applications

**Area Of Expertise & Personal Skills:**

HR Policy Execution • Recruitment & Selection • Payroll Management • Performance Management  
• Compensation & Benefits • Organizational Development • Team Management • Employee Background Verification • HR Analytics • Absence Management.

## Education

---

St. Mary's Group Of Institutions ( JNTUK )  
B.Tech with Computer Science & Engineering

Guntur  
06/2007 – 05/2011

Prathibha Junior College  
Intermediate

Ongole  
05/2005 – 03/2007

Anudeep D  
Oracle Fusion & EBS HCM Functional Consultant  
+91 8121234311  
[anudeepdasari.0420@gmail.com](mailto:anudeepdasari.0420@gmail.com)

Krishna Memorial School  
SSC

Ongole  
05/2004 – 03/2005

## Languages

---

English	Proficient	•••••
Telugu	Native	•••••
Kannada	Beginner	•••••
Hindi	Intermediate	•••••