

# MANVENDRA RATHORE

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## SUMMARY

A certified project management professional (PMP) with a track record in consulting HR transformations, strategic initiatives and goals, data governance, driving reorganization, and developing HR strategy and technology.

Help drive companies in the selection and implementation of global HR software solutions with expertise in Human Capital, Workforce management, leadership development, global payroll, operations implementation, and transition management.

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## EXPERIENCE

**Project Manager (Werk Student), 01/2022 – 01/2023**

**Safeguard Global Consulting GmbH- GERMANY**

- As PM led end-to-end HCM (Workday) deployment project to meet our goals for the modules Workforce management, Learning & development, Talent & Performance management, HCM, Recruitment, Time & Absence, US Payroll & Benefits, and Advance Compensation.
- Present and manage projects sign-off on key milestones and deliverables, project kick-off, Workbooks and discovery, project plan, status report, governance report, change request, UAT acceptance, parallel, and go live.
- Manage multiple, concurrent projects, ensuring quality, on-time, and on-budget implementation. Analyzing client needs, holding workshops on the client discovery process to look at the "as is" process, and drafting future state solutions.
- Assist team (HR's) on the best practices consulting requirements on workday configurations in the areas of job profiles, compensation plans, grade, and performance management, quarterly goal settings, objectives, and ratings. Help transfer HCM data from the legacy system to workday workbooks or EIB loads.
- Help define business processes, supervisory organization, and management approval to help implement the Workday system. Arranging a payroll alignment session and a knowledge transfer session for the internal teams
- Train the internal team on the Asana tool to perform UAT on a workday (Hire, job, change, termination, transfer, compensation change, etc.). Conduct test cases, keep track of testing, issues log, and concerns, for progress, and update management.
- Support Cross functions team HR, IT, Payroll & Benefits on (Change management) to contribute to the change management plans closely aligned with local HR business partners to ensure alignment and consistency.
- Track change requests as required to capture them in scope, budget, and timelines. Present and manage projects sign-off on key milestones and deliverables, project kick-off, Workbooks and discovery, project plan, status report, governance report, change request, UAT acceptance, parallel, & Go-live.



## CONTACT

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Germany

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## LANGUAGES

**Hindi:** First Language

**English:** C1  
Proficient

**German:** B1  
Intermediate

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## EDUCATION

MBA, International Business Consulting,  
2021

**Hochschule Offenburg** - Offenburg  
Germany

Diploma of Higher Education, HR &  
Administration, 2022

**Tata Institute of Social Science** -  
Gurugram, India

Master of Arts, 2019

**Jai Narayanan Vyas University** -  
Jodhpur, India

Bachelor of Science, Botany, 2006  
FC College

- Plan, oversee and discuss the project's progress while achieving milestones and keeping up with the project. Managed vendors to support Integration, for example, Fidelity, One sourcevirtual, etc.
- Monitored, evaluated, and restructured ongoing HR processes to enhance efficiency and delivery models, managing RACI, action items, risk log, project charter, and overall project planning.

#### **Global Payroll Manager, 05/2018 - 12/2021**

##### **Safeguard Global - Gurugram, India**

- Manage end-to-end global payroll deployment (in phases) for mid to large-size clients across multiple regions. Help drive the project plan, configure, architect, parallel test, and go live.
- Develop Global payroll local market function to in-house of payroll processing to fast-track client payroll delivery. Due diligence on timely, accurate, and effective delivery of payrolls.
- Build and manage KPIs for payroll delivery, payroll costs as a percentage of overall expenses, payroll processing times, and client satisfaction with payroll services.
- Establish SMART goals to monitor payroll performance and action on improvement areas.
- Analyze the Client C-Sat score and voice of the customer to get constructive feedback and an action plan for the improvement areas.
- Conduct a requirement workshop to examine the current "As Is" process and draft the future state solution for globally managed payroll.
- Maintain payroll ecosystem process map on which functions to be kept in-house v/s outsourced activities. Manage standard operating procedures to keep teams aligned on payroll delivery objectives.
- Ensuring statutory compliance and effectiveness in the delivery of payroll, developing policies and a strategy for the payroll function. Keep track of local and global payroll laws.

#### **Lead Implementation Consultant - 05/2013 - 04/2018**

##### **Safeguard Global - Gurugram, India**

- Headed the Implementation team APAC, UK, & USA Payroll & operations.
- Transitions UK payroll over to India trained and develop implementation expertise for 15 employees on Payrolls, Leave of Absence, and logistics as per country regulation and compliance.
- Performed regular performance reviews of team members through personal evaluation, high-performance rewards, formal appraisal meetings, and constructive feedback.
- Conducted business analysis sessions to ascertain client processes and design future state solution documents.
- Delivered system build and client UAT testing as per client business process requirements.
- Determined business demand and motivated team members to drive new initiatives like in-house payroll projects from vendor payroll system to in-house payroll.

#### **Senior Payroll Tax Analyst, 01/2010 - 05/2013**

##### **Ameriprise Financial Services - New Delhi**

## **SKILLS**

- Agile Project management, Learning & Development, Talent & Performance management, Cross-functional teams, and Stakeholder management.
- Decisiveness, independence & result oriented.
- Change management.
- Agile & proactive problem-solving skills
- **Job-related skills**  
Possess expertise in project management, risk management & mitigation, HR technology, Business process analysis & Data management.  
Extensive knowledge of business consultation about HR solutions

## **TOOLS**

- PeopleSoft, Domo Reporting, Sun Systems, Workday, Global Unity, One Source Virtual, Zendesk, Salesforce, MS Office Suite