TEJO NIKHIL SURTHANI
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OBJECTIVE:

Looking for opportunities to incorporate my skills and training to help the company grow. I am looking forward to roles that will help me realize my potential by exploring the various aspects of SAP HCM & SAP ABAP.

PROFESSIONAL SUMMARY:

➢ Around 4+ years of work experience in SAP HCM functional consultant with experience in implementation and strong in support service.
➢ Good exposure in configurations of OM, PA, Time Management (Positive & Negative) and Payroll.
➢ I had trained in both SAP FICO and SAP ABAP (Reports, Webdynpro, Forms).
➢ Expertise in ASAP methodology and analyzing 'AS IS' & 'TO BE' status of the clientand suggesting the solutions best suited for the implementation.
➢ Expert in Functional Specifications, Scope Analysis of Project, Testing, End User Training and Documentation.
➢ Good analytical capability and strong interpersonal, communication and self-organizational skills.
➢ Excellent communicator with emphasis on building strong client relationships, capable of making professional presentations.
➢ Through knowledge of the different stages of a project and a well-developed aptitude for meeting deadlines, recognizing potential bottlenecks and taking the required corrective action which has been appreciated, rewarded by the organization and client.

TECHNICAL SKILLS:

➢ ERP Packages   : SAP R/3 ECC 6.0, SAP HCM ,SAP ABAP
➢ Microsoft tool   : Word, Excel, PowerPoint
➢ Programming Language : C, C++, Java, HTML

WORK EXPERIENCE:

Client   : AXA Business Service India
Company : Capgemini India
Role   : SAP HCM Functional/ABAP Technical Consultant
Duration : May 2019 – Jan 2022
Roles and Responsibilities:
➢ Involvement in production support and operation process to resolve production issues in a timely and efficient manner.
➢ Managing configuration and customization in PA, OM, TM.
➢ Handling issues related to PA, OM, TM, fixed long term interfaces, respond to configuration problems.
➢ Consulting for functional requirements for any ABAP development.
➢ Created few reports and designed some applications by using webdynpro.
➢ Worked on email notifications at different stages.

- ➢ Interaction with the client to gather the business requirements and recommend feasible and effective solutions.
- ➢ Prepared business blue print as per client's requirements.
- ➢ Performed the unit testing and prepared relevant documents and uploaded same in share point.
- ➢ Resolved the tickets those are related to creation of personnel areas, screen modifications, employee subgroups, maintaining mass data and new actions resoled them within the prescribed time successfully.
- ➢ Worked on change requests.
- ➢ Analysis of bugs reported and defect resolutions.

Client   : GV MS and PS Clients
Company : ADP Private Limited
Role   : Senior Associate Functional Consultant
Duration : Jan 2022 – Aug 2023
 <u>**Roles and Responsibilities:**</u>
- ➢ Hands on experience with support functions and adept at handling multiple tasks in high pressurized environment in stipulated time. Well versed in business processes, Functional specifications, configuration, testing, payroll activities and data issues.
- ➢ Expert in understanding the Client's Business Processes and advise the feasible SAP
- ➢ solutions.
- ➢ Experience of using the tools like Easy reporter.
- ➢ Good Knowledge on pre payroll and post payroll functional support.
- ➢ I have gathered the requirements for fixing the interface as initial interface has lot of bugs
- ➢ I have great experience in writing the functional specs and testing the requirements provided by the client.

PROJECT DETAILS:

1. **Project Name:** HRMS Data Integration to YATRA
   Client: AXA Business Service India
   Role: Functional Tester
   Period: Jan 2020 - Feb 2020
   Project Summary: In this project the employee master data (full load and delta load) are fetched and send to the yatra systems after necessary validations
 <u>**Key Deliverables:**</u>
- ➢ I did a through testing on the objects developed by the development team and created unit test cases.
- ➢ Prepared the user acceptance test checklist, user manuals and design documents.
- ➢ Created the change tickets for project implementation.

2. **Project Name:** Shift Control Project
   Client: AXA Business Service India
   Role: Functional Tester
   Period: May 2020 - Dec 2020
   Project Summary: we have developed a tool which would monitor and validate the employee shift with the employee swipe in and swipe out details and it also provides an interface for the supervisor to check modify and delimit the reporties shift.
 <u>**Key Deliverables:**</u>
- ➢ Created the test cases as per the requirement.
- ➢ Prepared the user acceptance test checklist and also involved in testing with client, user manuals and design documents for developed web application.
- ➢ Created the change tickets for project implementation.

3. **Project Name:** E-Confirmation & E-Separation
   Client: AXA Business Service India
   Role: Developer & Functional Tester
   Period: Jan 2021 – Jun 2021
   Project Summary: In this project we have developed a tool for the employees to managethe resignation process and confirmation and also provides the interface for the supervisorto take any action on the process.

Key Deliverables:
  ➢ Worked on the webdynpro for creating the web application screens.
  ➢ Worked on SO10 objects for send the mail notifications to respective stakeholder.
  ➢ Resolved the webdynpro related issues.
  ➢ Created the reports to get the complete the resignation/confirmation process related data of employee.
  ➢ Prepared the technical design documentation of this project.

4. **Project Name:** Global View North America Payroll
   Client: GV MS and PS Clients
   Role: Senior Associate Functional Consultant
   Period: Jan 2022 – Aug 2023

Key Deliverables:
  ➢ Worked on interface issues and escalating the issues to Product. Tested the interfaces after the fixes done by the Product team.
  ➢ Worked on Authorization issues and escalated to Basis team
  ➢ Scheduled the automated jobs for outbounds and inbound interfaces.
  ➢ Providing resolution of queries raised by the clients from time to time through CRM tickets Siebel Tickets and Mails
  ➢ Worked on issues related to G2 and SSLs.
  ➢ Worked on different scenarios like voids ,retros, On demands etc for interfaces.

EDUCATIONAL SUMMARY:

  ➢ **B. Tech** (Bachelor of Technology) from **Pragati College of Engineering,** Kakinada, Andhra Pradesh in 2019 **with 76.5%.**
  ➢ **Higher Secondary** from Sri Chaitanya Junior College, Vijayawada, Andhra Pradesh in 2015 **with 94.7%.**
  ➢ **High School** from Vedamatha English Medium High School, Chirala, Andhra Pradesh in 2012 **with 9.7 CGPA.**

ACHIVEMENTS:

  ➢ Awarded with the **Wow of the Month** at ADP Private Limited for the month of May 2022 in recognition of my performance.

  ➢ Awarded with the **Rising Star of the Month** at Capgemini for the quarter Q4 of 2020in recognition of my excellence in work and client management.

  ➢ Got All India 7th rank in 4th All India Maths Science Talent Examination 2011-2012.

PERSONAL DETAILS:

Father's Name	:	Srinivasa Rao Surthani
Date of Birth	:	November 01, 1997
Nationality	:	Indian
Gender	:	Male
Languages Known	:	English, Telugu

DECLARATION:

I, Tejo Nikhil Surthani, hereby declare that the information contained here is true and correct to the best of my knowledge and belief.

Date:
Place: Hyderabad