PRASHANT PATHAK

Profile at a glance:

- 7+ Years of experience in the area of SAP HCM.
- Experience in S/4 HANA with ASAP Methodology phases as Project preparation, Business blueprints, Realization, Final preparation, Go- Live and Post Go- Live Support Phases.
- Experience SAP HCM modules in Personnel Administration, Time Management, Organization Management & Payroll (India), ESS, MSS and Mobile application.
- Thorough understanding and knowledge of HR business processes, having good knowledge in organization structure and personal management activities.
- Strong organizational, communication skills.

Managerial Competencies:

- Project Management.
- Participate in overall project governance to ensure project success
- Responsible for Monthly Governance meeting status reporting in partnership with the Project Manager
- Tracking and scheduling
- Manage and update project plan
- Conduct reviews to manage planning, tracking and risk assessment periodically
- Maintaining project scope and define Change Order requirements and recommend corresponding consulting fees (if applicable) for support projects
- Resource Management
- Manage Project Resource Plan to Ensure appropriate resources are allocated
- Project Management and delivery
- Strong organizational, communication skills
- Being flexible and patient when working in any challenging environment
- Team leadership and training delivery

QAULIFICATION

- Bachelor of Engineering with 7.01 CGPA (2016) from Gujarat Technological University.

PROFESSIONAL CERTIFICATION

- SAP HCM Certified
- SAP SuccessFatcors – Employee Central 2023 Certified
- SAP SuccessFatcors – Employee Central Payroll 2023 Certified
- SAP ACTIVATE Project Manager Certified

EXPERIENCE

Infosys Ltd
Consultant
(April 2023 – Till Today)

Sr. Associate Consultant
(May 2021 – March 2023)

Client	:	Government of Gujarat
Project	:	Support
Role	:	SAP HCM Consultant / On-Site Team Lead
Module	:	OM, PA, Time & Payroll, ESS, MSS, Mobile Application
Project Overview	:	Govt. Of Gujarat has undertaken path breaking HR Transformation Program to redefine the Personnel and Administrative processes as part of their E/M-Governance Roadmap. 34,000+ employees including AIS-IAS/IPS, IFS, Secretariat Class-1, 2, 3, 4 of 26 departments across the State.
Achievements	:	Achieved the highest ELF (Engagement Level Feedback) Score and received commendation from esteemed client (Government of Gujarat) for exceptional project progress, effective communication, and top-notch quality and on-time deliverables for FY21-22.
		Continued to secure the highest ELF score and garnered appreciation from Client (Government of Gujarat) for On-time deliverables with uncompromising quality throughout FY 22-23.
		Honoured with the prestigious Insta Award from the VP & Delivery Head-India Business Unit, Infosys for consistently delivering a focused approach to ensuring customer delight in March 2022.
		Recognized with distinguished Insta Award from the VP & Delivery Head-India Business Unit, Infosys, for displaying exceptional team engagement skills in September 2022.

Received the esteemed Insta Award from the VP & Delivery Head-India Business Unit, Infosys for my remarkable contributions to the project under the Project related category in September 2022.

Received Insta Award from VP & Delivery Head-India Business Unit, Infosys under Team Engagement category for Sep-2022.

- Managing 16+ members team including HCM, ABAP, BASIS, Enterprise Portal, Mobile Application Developer and L1 Support.
- Requirement gathering and gap analysis to fulfill requirement.
- Business process understanding with Business Process Owner and Core Team members.
- Designing project tasks and steps to deliver project within timeline.
- Solution design and Version updation.
- RICEFW Object identification.
- Creation of Functional Specification for RICEFW developments.
- Maintenance of Infogroups, Infotype Menu and Personnel Actions.
- Looking after Web services developed for Chief Minister called "CM Dashboard" for real time data monitoring including current/past posting, position, cadre and time management of senior officials.
- Defining public holidays, creation of holiday's calendar as per Govt. notification.
- Payroll related task e.g. DA rate implementation, DA difference.
- Statutory deductions configuration and maintenance.
- Payroll integration IFMS application for results posting.
- Payroll issues resolution including FI/CO issues and support.
- Enhancements to the current processes.
- Resolving day to day issues related to Payroll, ESS, and MSS.
- Part of New applications / processes development in ESS portal like, Intra Department Transfer, Travel & Daily Allowance application etc.
- Ensuring timely deliverables of major SAP BASIS activities i.e. ECC, Portal & BW upgrade, Quality system refresh, database upgrade.

Freelance
SAP HCM Consultant
(September 2019 – April 2021)

Role   :   SAP HCM Consultant
Module   :   OM, PA, Time, Payroll – India, UAE

- Infotypes.
- SAP Solution with functionality to maintain all the salary components across all employee types.
- SAP Payscale structures like Payscale Area, Payscale Type, Payscale Group, Payscale Level and Wagetypes.
- Maintain all payments and deductions which happen in regular intervals.
- Payroll Period, Payroll Schema, Payroll Processing etc.
- Payroll results posting to FI system.
- Payroll Reports.

Advait Business Solutions Pvt Ltd
(March 2016 – August 2019)

Client   :   Sanghi Industries Ltd
Project   :   Support
Role   :   HCM Consultant
Modules   :   OM, PA, TM, PY
Duration   :   January'18 to August'19

- Customizations of Enterprise structure, Personnel structure, org. structure, Pay scale structure, Personnel number range maintenance, Personnel actions and menus, Screen header and field modifications, holiday calendar, Work schedule rule, Absence quota, Absences.
- Payroll periods as monthly payroll processing, Earning and deductions wage types with integration using symbolic accounts of HR-FI modules.
- Customization of Statutory compliance and Worked on PCR and Schema specific customization for LOP Configurations, Payslip Configuration, Payroll results posting to FICO, Configuration process review sessions.
- Problem definition and requirement gathering in case of any enhancement requests.
- Solving the Production Issues.
- Configuring Payroll data and Payroll Elements, Payroll reports, and Posting Payroll results to FI. Creation of Infosets, Adhoc Query and SAP Query. Configuring Payroll Infotypes. Writing PCR (Payroll Calculation Rule).

Client   :   Sandesh Ltd
Project   :   Support
Role   :   Consultant
Modules   :   OM, PA, TM, PY
Duration   :   January'17 to August'19

- Re-solved basic entries related issues from users.
- Configured new shifts for Roadways.
- Re-solved Absence deduction errors.
- Resolved Payroll and PA related errors.
- Resolved GL related issues.
- Supported End-user at the time of Increment to upload IT0008 through BDC.
- Supported End-user at the time of Payroll.
- Created Functional Specification for Report and BDC.
- Prepared FS for Two Object and Guided Technical Consultant for the same.
- Solved PT60 related queries.
- Created User training manual for ESS/ MSS Portal and trained user.
- Implemented New ESI rate effective date as per Govt. rules.
- Guided users to upload annual increments.
- Solving issue related to periodic payroll activities.

Client	:	Satyesh Brinechem
Project	:	Support
Role	:	Associate Consultant
Modules	:	OM, PA, TM, PY
Duration	:	January'17 to December'17

- Performed Functional Configuration SAP HCM.
- Modified the custom Payslip according to the requirement.
- Prepared Functional Specification for Custom Report development.
- Resolved the queries in the monthly activities.
- Configured Holiday Calendar as a part of Yearly Start activities.
- Payroll issues resolution including FI Posting related issues and support.
- Identify the pain points of users in process and enhancing them with a stable and efficient solution.

Company	:	Advait Business Solutions Pvt Ltd
Project	:	In House Training
Role	:	Trainee
Modules	:	SAP HCM (OM, PA, TM, PY)
Duration	:	March'16 to December'16

PERSONAL DATA

Date of Birth	:	31st July'1991
Gender	:	Male
Nationality	:	Indian
Passport	:	V1504477
Languages Known	:	English, Hindi, Gujarati & Maithili
E-mail	:	prashant.hcm91@gmail.com
Contact	:	+91-9998123168

(Prashant Pathak)