

Swaruparani Anuganti
SAP Success Factors Employee Central Certified Consultant
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Professional Profile

- **Having 7.2 Years of Experience in HR domain where 3.8 years of IT experience in SAP Success Factors employee Central and 3.6years of Functional experience in HR &Administration.**
- Experienced with 2 end to end implementation projects in SAP SF Employee Central Module.
- Implementation of success factor Employee Central such as configuration of Corporate, Succession, Country specific Corporate and Succession Data Models for Foundation and Employee Data Objects.
- Complete understanding on data models to create background elements, standard elements, HRIS elements etc.
- Worked on Configuring Employee files/people profile and customizing of Employee Central Portlets like Personal Information, Job Information and Background Elements for employee Profile
- Configured and added Foundation Objects, MDF Objects and Generic Objects.
- Created Roles, Granted and Target groups and permission groups.
- Configuration of Role Based permissions (RBP) and group permissions.
- Worked on Pick list, cascading pick lists and mapping the Pick list to Objects
- Worked on configuring propagation rules for corporate to succession data model elements and Position Management.
- Configured Workflow Derivation Rules, Event derivation Rules to capture Employee Data changes in the organization.
- Created Business Rules.
- Setup new event reasons, approval Workflows and Dynamic roles and groups
- Worked on Export and Import data templates and done the full purge/Incremental load of Organization and employee data.
- Created Reports in Employee Central based on business requirements.
- Having Functional knowledge & complete understanding of HR Process.
- Organizing all the joining formalities, on-boarding process and induction for the new joiners.
- Offer Letters& Appointment Letters Preparation and getting Acknowledgements.
- Maintaining the Employee personal Records.
- Managing complete HRMS activity for all employees.
- Processing of payroll and ensure full statutory compliance.
- Preparing the dashboards and HR reports for the senior management.
- Managing attendance, payroll, leave and statutory compliances for team of 250+ employees.
- Regularly maintaining the employee database in HRIS software.
- Coordination for Day to Day Meetings and monthly get together.
- Updating Employee Handbook on regular basis.
- Organizing Employee Engagement Activities.
- Preparing and maintaining the data for Internal Audits.
- Exit Interviews and Exit Formalities completion.
- Full and Final Settlement and Relieving, Experience Letters Issuance.
- Having Knowledge on Success Factors Time off

Education

- ✓ **PGDM**(Post Graduation Diploma in Management-2011)from IGNOU
- ✓ **B.Sc.** (Bachelor of Science) - 2008 from Andhra University.

Previous Experience

| Company Name | Position | Location | Period | Duration |
|-------------------|---------------------------------------------------------|-----------|---------------|----------|
| Lera Technologies | SAP Consultant (Success Factors Employee Central) | Hyderabad | Aug19-Present | 3.8 Yrs |

Projects Handled

Current Project- CSG Holdings Ltd (Feb2020-Present)

CSG Holdings provides facilities management, security and risk solutions, and staffing solutions primarily in South Africa, Mozambique, Malawi, and Botswana. The company operates through CSG Facilities, CSG Security, and CSG People segments. It offers temporary outsourced personnel, permanent placements, timekeeping, payroll, human resource, and industrial relations services. CSG Holdings Limited was incorporated in 2006 and is headquartered in Pretoria, South Africa.

Activities/Tasks Performed(Implementation &Support):

- ✓ Daily support for end users to resolve the errors.
- ✓ Incident Management.
- ✓ Resolved high priority tickets on time.
- ✓ Created and Added new Fields on XML and MDF objects.
- ✓ Configured associations and effective dated associations in MDF
- ✓ Configured Foundation Objects, Personal/ Employment Objects and Generic Objects
- ✓ Worked on new views creation and adding views to employee portliet
- ✓ Created Roles, Granted and Target groups and permission groups.
- ✓ Imported Foundation Objects, MDF Objects and Employee Data.
- ✓ Worked on alerts, notifications, workflows and business rules.
- ✓ Worked on Pick lists, cascading pick lists and mapping the Pick list to Objects
- ✓ Member of end user support team
- ✓ Provided day-to-day support for all issues relating to ESS, Including issues around Authorizations.
- ✓ Participated in the Blueprint sessions and documented the sessions.
- ✓ Imported and Exported employee data & Foundation, MDF Objects.
- ✓ Created Business rules, event reasons &Workflows.
- ✓ Having knowledge on Time off-Holiday Calendar creation, Work Schedule and Time Off Workflows.

Previous Project-Libstar Holdings Ltd (Aug2019-Jan2020)

Libstar Holdings Limited manufactures, imports, exports, and supplies various food and beverage, household, and personal care products in South Africa and internationally. Libstar was founded in 2005 and is based in Johannesburg, South Africa.

Activities/Tasks Performed (Implementation &Support):

- ✓ Worked on daily HR daily activities.
- ✓ Given Training to the end users.
- ✓ Supported end users to resolve the errors. .
- ✓ Incident Management
- ✓ Configured associations in MDF.
- ✓ Configured Foundation Objects fields, MDF Objects and Generic Objects.
- ✓ Imported employee data.
- ✓ Added new employees to the system.
- ✓ Worked on Pick list and mapping the Pick list to Objects.
- ✓ Worked on Alerts, Email Notifications & configured workflows.

| Company Name | Position | Location | Period | Duration |
|---------------------------|--------------|-----------|----------------|----------|
| US Tech Solutions Pvt Ltd | Executive-HR | Hyderabad | July16-April17 | 0.9 Yrs |

Key Deliverables:

- Organized all the joining formalities, on-boarding process and induction for the new joiners.
- Offer Letters& Appointment Letters Preparation and getting Acknowledgements.
- Maintained the Employee personal Records.
- Coordinated with all the departments to resolve employee queries
- Maintained the employee database in HRIS software.
- Coordinated for Day to Day Meetings and monthly get together.
- Updated Employee Handbook on regular basis.
- Prepared and maintained the data for Internal Audits.
- Exit Interviews and Exit Formalities completion.
- Full and Final Settlement and Relieving, Experience Letters Issuance.

| Company Name | Position | Location | Period | Duration |
|-------------------------|--------------|-----------|--------------|----------|
| Hicare Services Pvt Ltd | HR-Executive | Hyderabad | Oct 13-Apr16 | 2.9 Yrs |

Key Deliverables:

- Responsible for the company's entire recruitment process, and for interacting with all levels of managers concerning HR projects, policies and operational decisions.
- Maintained employee personal records
- Conducted employee engagement activities.
- Overall responsibility of man power planning and recruitments.
- Developed the induction programmes for the new recruits.
- Took care of Monthly vendor payments, hotel bookings, travel arrangements etc.
- Maintained Compliance Records & Documents as per Labor Laws.
- Attended Monthly & Quarterly Statutory Vendor Audits.
- Co-ordinated with finance department for processing of payments to employees.
- Exit process for the employees.
- Dealt with the final settlement of employees when they leave. .
- Developed various reports for management which make it easy to make decisions regarding the current resources.