

Rupali Padyal, PGDM-HR & SAP HCM Certified

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Looking for opportunity in entry level SAP HCM Consulting.

Having 8 years of wide experience in complete Gamut of HR Domain (IT Industry)

CORE COMPETENCIES / STRENGTHS:

- SAP HCM
- Having knowledge in PA,OM,TM,Payroll
- HR Policies and Procedures
- Staff Recruitment & Retention
- People Management
- HR Operations
- Corporate Communication
- Process Mapping
- HRMS Database Administration
- Employee Grievances / Counselling

SAP SKILL SETS

Organization Management

Object Types and Object Relationships
Plan Version and Object ID Series
Methods of Creating Organization Structure

Personnel Administration

Enterprise Structure
Personnel Structure
Features
User Parameters
Customization of Infogroup Menu
HR Master Data Infotype Maintenance
Customization of Actions

Time Management

Public Holidays
Holiday Calendar and Factory Calendar
Generating Work Schedule
Day Types and Public Holiday Class

Payroll

Payroll Organization
Pay Scale Structure
Creating Wage Type, Wage Type Characteristics
Payroll Process Cycle

Recruitment

Applicant Data and Applicant Number Ranges
Recruitment related info types & Setting Up Features
Overview of e-Recruitment
Transfer of Applicant data to personnel administration

Personnel Development

Setting up of qualification groups and types
Profile match up tool
Integration with other modules

Training and Event management

Integration with other modules
Concepts of business event catalogue and setting up of business event Groups, Types and Events

EXPERIENCE SUMMARY

- ⊙ A result oriented professional, **PGDM in Human Resources with 8+ years of experience** in Human Resource Management; presently working with **e-Emphasys Systems Pvt Ltd, Mumbai in HR Generalist** role.
- ⊙ Experience in managing the complete gamut of tasks involved new joiners on boarding, performance management, appraisals, compensation management, Internal job posting, employee confirmations, grievance handling, employee engagement activities, mentoring/open forums, Reward and recognition programmes, full & final settlement and MIS generation.
- ⊙ Proficient in **Performance Management, Employee Relations, Talent Management, HR Operations, HRIS Management**

- ⊙ Hands on experience in managing modern HR Systems & deftness in maintaining harmonious employee relations.
- ⊙ A keen communicator with the ability to relate to people across all hierarchical levels in the organisation.
- ⊙ Extensive work experience on different HRMS Softwares like peoplesoft,hirecraft and adrenalin.

WORK EXPERIENCE

Since July'12	e-Emphasys Systems Pvt Ltd as Hr Executive – HR Generalist
Aug'11 to Apr'12	Acrotrend Solutions Pvt.Ltd., as Sr.HR Executive – HR Generalist
Oct'10 to Aug'11	iGate Patni Computers Systems as HR Executive – IT Recruitment
Apr'08 to Jun'10	Paramatrix Technologies Pvt.Ltd. as HR Executive – HR Generalist

EDUCATIONAL QUALIFICATION

- ⊙ **SAP Training & Certification (TechnoPad Institute, Hyderabad)**
SAP CERTIFIED APPLICATION ASSOCIATE – HUMAN CAPITAL MANAGEMENT WITH SAP ERP 6.0EHP 4 (SAP HCM/HR)
- ⊙ **2011 Diploma in Human Resource Management** from Welingkar's Institute Mumbai
- ⊙ **2007 BSc.** from University of Mumbai

PERSONAL DETAILS

Maritial Status	: Married
Residential Address	: 58 / 1, Omkar Pradhan Housing Society, Wadia Estate, Kurla (W),Mumbai – 400 070.
Linguistics Abilities	: English, Hindi and Marathi
Hobbies	: Singing , Learning New things , Travelling