**Career Objective**

Seeking a challenging and rewarding career as a **Success Factor** professionalwhere I can contribute my knowledge and skills for growth and development of the organization and to be able to implement solutions that meet the customer requirements.

**Professional Summary**

* Specialized in the field of **Success Factor** and **SAP-HR**
* B.Tech in Computer Science & Engg
* 1 year and 10 months of experience
* Successfully completed training on **“AESC\_ECRM-UGIS Integration”** at Airtel, Infotech
* Successfully completed training on **“RANDOM PASSWORD GENERATOR”** at HCL, INFOSYSTEMS

**Success Factor Key Learnings**

* **Performance Management**
* **Compensation**
* **Goal Management**
* **Employee Files**
* **Company Settings**
* **Manage Employees**
* **Concepts of Reporting**

**Success Factor Expertise**

* **Performance Management:** Change Document Date, Delete Form, E-Mail Notification Template Settings, Manage Templates, Rating Scales, Route Maps
* **Compensation:** Concepts of Compensation Process, Managing User Data Files, Salary Pay Matrices, Maintaining Currency Conversion Rate Tables, Compensation Plan Template, Compensation Eligibility, Guidelines, Program Budgets, Compensation Forms
* **Goal Management:** E-Mail Notification Template Settings, Manage Templates, Transfer Goal Between Users
* **Employee Files:** Concepts of Defining Employee Fields
* **Company Settings:** Org Chart Configuration, Upload Company Logo, E-Mail Notification Settings, Password & Login Policy Settings, Rating Scales, Route Maps, Performance Management Date Range
* **Manage Employees:** Reset User Accounts & Passwords, Send User Welcome E-Mail, Concept of Proxy Management, Set User Permissions (Group & Individual), Update User Information
* Concepts of UDF (.csv Format) for Importing/Exporting various Data to/from Success Factor.
* Understanding of Roles: Admin, Super Admin & Security Admin.

**SAP HR Expertise**

* **Enterprise Structure & Personnel Structure:** Created and worked on Personnel Area, Personnel Sub area, Employee group and Employee Sub group.
* **Organizational Management:** Created & Maintained objects like **Org Units, Positions and Persons** using **Export Mode** and integrated all of these into the initial Enterprise Organizational Structure, worked on Infotypes and tables (Objects, Relationships)
* **Personnel Administration:** Performing and maintaining different types of actions (hiring, confirmation, transfer, Leaving), worked on Infotypes and tables (Actions, Organizational Assignment, Personal Data, Payroll Status, Addresses, Planned Working Time, Basic Pay, Bank Details, Recurring/Additional Payments, Family Persons, Education, Qualifications)
* **Time Management**: Creating and maintaining Holiday and Factory Calendars, Maintaining Time Events, Maintaining Attendances, Maintaining Absences, Maintaining Substitutions, Running Time Evaluation using PT60, worked on Infotypes and tables (Absence, Attendance, Substitution, Absence Quota, Time Events)
* **Payroll**: Payroll Control Records, Payroll Period, Concept of Wage Types, Payroll Run and Posting into GL Account
* Worked extensively on SAP 4.7 and SAP Version 6 EHP 6
* Worked on various HR related Z-Reports, Online Systems and Workflows being developed via ABAP
* Understanding of Business Reporting needs and mapping in SAP
* Strong believer in team work, building cordial relation with people inside and outside the organization, innovative solutions for difficult programming problems, self learner and fast learner

**Professional Experience**

**Current Company : JILIT**

**Designation : Consultant**

**Duration : Feb 14 – Till Date**

**Description**

JIL Information Technology Limited (JILIT) an ISO 9001:2008 and ISO 27001:2005 Certified Company is the IT arm

of the 15,000 crore diversified Jaypee Group. Our offerings encompass a diverse range of areas such as IT

Infrastructure Management, Networking & Communication, Multimedia & Content Development Services, E-

learning and Software Solutions. The company develops, implements, and supports services around people,

process, and takes technology initiatives. We at JILIT adopt a creative approach to technology by integrating a

broad mix of technical expertise and creative intelligence with its continuous efforts in maintaining high quality

standards.

**Responsibilities**:

* Working as a Consultant providing support to Jaypee Group in a team of 30 Consultants.
* Involved in the Success Factor R&D for implementation in JAYPEE Group
* Working towards new requirements like Online System for the Employees who avail the Official Bus Facility and also understanding and working towards the Tax and Exemptions part of the Payroll.
* Involved in solving the end user issues.
* Working closely with the technical team in the development of the reports.
* Responsible for maintaining Standard Process Documentations and Functional Specifications for future reference.
* Participated in the enhancements – New/Change according to functionality/business requirements.
* Involved in weekly and monthly review meetings.
* Follow up and testing of new/change reports and requirements.

**Previous Company** : **OMAX Autos Ltd.**

**Designation : Executive**

**Duration : July 12 - Feb 14**

**Description**

Omax Autos Limited is one of the leading manufacturers of Auto & Non Auto Components in India. Established in 1985, the company specializes in sheet metal components, tubular components and machined components. Focused on performance, OMAX is amongst the prime OEM (parts and assembly) suppliers. With a turnover of INR 1,300 crore (260m US$) in year 2012, more than 6500+ work force and several international accreditations. OMAX’s success is powered by its advanced manufacturing facilities. Omax has expanded its reach by providing a wide gamut of Assemblies, Sub-assemblies, Frames, Bus Structure Assemblies, Tools Fixtures and SPM. The range of products finds application in segments like Automotive (2W, 3W, PC & CV), Home ware, Off Highway and Railways & Heavy Fabrication.

**Project 1** : **INFOLINE**

**Client : OMAX Autos Ltd**

**Duration : July 12 – April 13**

**Responsibilities**:

* Studied entire business process related to functional modules by visiting plants.
* Attended SAP HR end user Training conducted by SAP HR Team Lead.
* Studied various SAP HR related working and functioning in the Organization.
* Prepared the User Manuals of the Standard HR related processes.
* Studied the HR related developed reports, filtered out the reports which were not in use, identified the reports to get modified.
* Worked closely with the technical team during development of new reports.
* Follow up and testing of modified/new developments.
* Maintained proper Functional Specifications for future reference.

**Project 2** : **INTRANET (Company Portal)**

**Client : OMAX Autos Ltd**

**Duration : Nov 12 – Feb 14**

**Responsibilities**:

* Intranet Project Coordinator and Technical Support
* Keeping Success Factor as a reference documented the actual requirements of the Company.
* Designed the Home Page in coordination with Brand and Communication Team.
* Lined out various features to be incorporated in the Portal to make it user friendly and attractive.
* Features included were Employee Directory, E-Mail Notifications, Workflows for Leave, Conveyance Claim as per the Company Policy, Online PMS, Password Policy, Online Visitor System.
* Developed all the static pages where the backend was HTML.
* Coordination among Vendor, Support Team & Project Owners from initial stages to Launch of Intranet.
* Provided training to employees across the group and also maintained the User Manuals.
* Maintained the User Authorizations and Privileges.

**Project 3** : **TECHNICAL UPGRADE**

**Client : OMAX Autos Ltd**

**Duration : May 13 – Oct 13**

**Responsibilities**:

* Involved in the Technical Upgrade from SAP 4.7 to SAP 6.0 with EHP 6.
* Prepared the User Manuals related to standard HR processes according to SAP 4.7.
* Prepared the documentations of all the Reports.
* Worked towards new requirements like MIS Report bifurcating the man power cost among the Staff and Associates, Uploading of Time Events from Savior to SAP (PA61).
* Worked closely with Technical Team during developments.
* Worked with the HCL Team for implementing flexi hours and also documented all the possible scenarios.
* Maintained the Holiday Calendar on the monthly basis.
* Handled end user issues allotted.
* Studied about various Data Dictionary objects related to HR.

**Educational Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Board/University** | **College/Institute** | **Percentage** | **Year** |
| B.Tech (CSE) | MDU Rohtak | Lingaya’s Institute of Management & Technology, Faridabad, Haryana | 66% | 2012 |
| AISSCE | CBSE | Delhi Public School, Faridabad | 63% | 2008 |
| AISSE | CBSE | Delhi Public School, Faridabad | 79% | 2006 |

**Personal Details**

Date of Birth : 20th April, 1990

Father’s Name : Mr. Anand Malik

Nationality : Indian

Marital Status : Unmarried

Languages Known : English & Hindi

Date: **(AASTHA MALIK)**