

# DEBASHREE DAS

## SAP HCM Consultant



3 Years 10 Months



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## Profile Summary

As a Certified SAP HCM Consultant, I bring expertise in Implementation, Support, Personnel Administration, Organizational Management, Time Management, Payroll Management, and Employee Self Service. With 3+ years of experience, I have handled various SAP projects, provided end-to-end support, and conducted practical training for core teams and end users. Skilled in Configuration, Documentation, HR Processes, and Business Process, I excel in delivering exceptional service and achieving high-quality excellence.



## Education

MBA/PGDM, 2014

nerim group of institutions

B.Com, 2012

Gauhati Commerce College

12th, 2009

CBSE, English

10th, 2007

CBSE, English



## Key skills

- SAP HCM Consultant
- Human Resources Consultant
- sap implementation
- human resource management
- payroll processing
- payroll management
- hr administration
- personnel administration
- customer relationship
- organizational management
- hr processes
- customer service



## Personal Information

City Guwahati

Country INDIA



## Languages

- ENGLISH
- HINDI
- ASSAMESE
- BENGALI



## Social links

<https://www.linkedin.com/in/debashree-das-b6010547/>



## Work Experience

Feb 2021 - Present

SAP HCM Consultant

Indigi Consulting and Solutions Pvt. Ltd.

Customizing, alternative solutions as per business or client requirements. Creation of AS-IS, KDS, Business Blueprint, UAT, UT. Organizational Management configurations: Maintained subtypes, set time constraints for infotypes, maintained relationships, maintained relationship characteristics, created jobs, positions and organizational units. Responsible for providing post production configuration support to several clients. Part of a team making configuration changes as required due to changes in the business processes falling within the production support norms. Configuring Various Actions. Processing Payroll for client. Design the process flow and prepare the document. Creation of ESS and MSS services. Worked on ESS applications (Leave application, Travel request, travel expense statements and personal information, Salary Statement). Handling of tickets based on the priority

of the issue. Implementing SNotes released for Income Tax Budget.

**Aug 2019 - Feb 2021**

**HR Recruiter**

**Allegis Group**

Identifying talent based on client requirement, screening resumes, identifying potential candidates for various positions, conducted interviews and managed the recruitment process. Updating Policies from time to time after discussing with Management. Onboarding employees, conducting exit interviews for employees.

**Sep 2014 - Jul 2019**

**Citizen Service Executive**

**Tata Consultancy Service Ltd**

Managed administrative tasks and provided assistance in various HR functions including preparing and maintaining employees monthly PF in EPFO portal. Provided support to HR related activities for internal employees. Provided end to end support for passport verification process to applicants.



## Projects

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**31 Days**

**A Study on Absenteeism of Employees in NEEPCO Ltd.**

Studied the rate of Absenteeism of Employees in NEEPCO Ltd.

**31 Days**

**A Study on Customer and Retailers Perception towards Caprese and other Ladies Handbags in Guwahati**

Studied the Perception of the Customer and Retailers towards Caprese and other Ladies Handbags in Guwahati market



## Certification

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- SAP Certified Application Associate - SAP HCM with ERP 6.0 EhP7
- SAP Innovation & Advisory Knowledge 2020 - SAP Digital Supplier Network Ambassador
- Customer Engagement Skills - SAP Customer Success
- Generative AI at SAP
- Exploring SAP SuccessFactors Solutions - Record of Achievement
- Applying SAP S/4HANA Quality Management - Record of Achievement
- Introducing SAPs Cloud Strategy - Record of Achievement