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CERTIFICATIONS

- ☐ Certified SAP SuccessFactors EC from SAP Authorized Training Partner ATOS, Pune.
- ☐ Certified SAP SuccessFactors Time Management authorized certification.
- ☐ Successfully completed Payroll Certification course from 7 Mentor Training Institute. Pune.

PROFESSIONAL SYNOPSIS

- ☐ Dynamic background of 6.7 years in HR field: Payroll, Recruiting, Workers Compensation, Administration, Reporting. Developing and implementing new programs on training and employees' orientations.
- ☐ A Competent SAP SuccessFactors Consultant with 1 Years of extensive experience in Employee Central (EC), and Time Management.

ACADEMIC CREDENTIALS

MBA – HR, 52 %	2009 - 2012
RIHSM College of Management Pune.	
B.C.A, 59.48 %	2006-2009
DHB Soni College of commerce Solapur.	
HSC, Maharashtra Board,42 %	2003-2005
DBF College of Arts and Science Solapur.	
SSC, Maharashtra Board, 56.48%	2003
Umabai Sharvika high School Solapur	

PROFESSIONAL EXPERIENCE

- 1) **Sainnovate Tech Labs Pvt Ltd - (11st Aug 2023 to July 2024)**
Associate Consultant – SAP SF EC and Time Management

Client	Peerless Group of Companies and ISA (International solar Alliance)
Project Type	Implementation and Support

- ☐ Involved in workbook configuration and documentation for client.
- ☐ Configuration of Success Factors Employee Central and Time-Off.
- ☐ Responsible for working on configuration and data model maintenance, data imports.
- ☐ Maintained alerts & scheduled EC alerts and notification as per the customer requirement.
- ☐ Configured MDF Foundation Objects like Legal Entity, Business Unit, Division, and Department.
- ☐ Setting up approval workflows, create Dynamic Roles, create workflows for foundation objects.
- ☐ Configured custom Document Generation as per the client business process.
- ☐ Customizing of Employee Central Portlets like Person Info, Job Info, and Comp Info etc., by using MBC.
- ☐ Configured Time type, Time Account type, Time Profile, Work Schedule, Holiday and Holiday Calendar.
- ☐ Configured the Quotas for Absences as per customer leave policy.
- ☐ Performed functional configuration of Take Rules, Accrual rules, Period End rules and Workflow.

- ☐ Responsible for handling issues raised by Clients related to Employee Central and Time Off Module.
- ☐ Daily Worked on support tickets on Priority basis through monitoring the ticketing tool software (ServiceNow and JIRA)

2) Pay square Consultancy Ltd. (11th April 2022 to 2nd Aug-2022)

Sr. Payroll Associate

- ☐ Handling individually client's payroll activities as an end user.
- ☐ Handling Statutory compliance issues PF & ESIC queries of clients.
- ☐ Handling tickets and providing application support to HCM personnel and General Users.
- ☐ Taking ownership of customer's incidents to investigate analyses and solve, co-ordinate and monitor issues with function consultant with SLA's.
- ☐ Quote and performing service request and configuration for minor changes as well as completing testing of those changes.

3) Datacapten Technologies Pvt Ltd (2nd Jan 2019 to 30th Dec-2019)

Assistant Manager HR

- ☐ Responsible for deputing Joining, on boarding, employee bank a/c updating, Salary Revision,
- ☐ Formulating HR policies and their executions.
- ☐ Collect and manage time sheet & employee information assist in running the monthly payroll.
- ☐ Handling Payroll individually for more than 350 employees.
- ☐ Preparing and managing daily, weekly monthly and annual HR MIS report.
- ☐ Only member to have coordination with PF, ESIC, PT, TDS consultants.
- ☐ Daily food arrangement for staff and labour.
- ☐ Making Vendor Payments. (Cheque, Cash, RTGS)

4) PR Consultants and Promoters (1st July 2015 to 31st March 2018) Designation-

Administrative Officer cum HR Recruiter

- ☐ To handle the new work order & Invoice of (Reliance and Samsung)
- ☐ Headhunting the candidate and recruit them for suitable post.
- ☐ Maintain Leave and attendance record. Planning and execution of Payroll for 142 employees. PF and ESIC account registration.
- ☐ Making employees ID cards, employee offer and appointment letters.

5) JaiHind Multi State Co Op Credit So Ltd Pune (Jan 1st 2013 to June 30th 2015)

HR Executive

- ☐ Keep up with employee record and file management.
- ☐ Managing payroll for 200 employees.
- ☐ Making employees ID cards, employee offer and appointment letters.
- ☐ Training and Orientations for candidates to be assigned in different branches.
- ☐ Administration for office material.
- ☐ Arranging monthly review meeting for better efficiency

PERSONAL INFORMATION

I hereby declare that all the above information given by me is true of my best knowledge.

Date:

Place: