

Saumya Gaur

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Profile

Looking for an environment of learning, growth and excellence where I can develop my skills further, researching new methods, technologies and challenges which provide me satisfaction, and help me to achieve personal as well as organizational goals.

Work Experience

FUNCTIONAL CONSULTANT – HRMS IMPLEMENTATION | HONO | JULY 2023-PRESENT

- Experience in Solution Implementation and Support of HCM Applications. Provide Enterprise and SME customers with functional/technical expertise, guidance, and instructions on HRMS product Implementation.
- Responsible for Consulting and implementation of HR Modules (Employee Core, Recruitment and Onboarding, Leave and Attendance, ELC (Transfer, Confirmation, Promotion), Exit and Payroll.
- Skilled in Project Management Documentation and implementation process establishment.
- Worked as a Deputy project manager for multiple projects and responsible for End-to-End Project delivery starting from Kick off call, Process mapping, Requirement gathering, Weekly Review, UAT to Live Testing and Hypercare Support.
- Create and present high-quality demonstrations and presentations to clients on HR Modules. Responsible for Demo sessions, developing training materials and train clients on how to utilize the system.
- Coach junior consultants on project implementation.
- Troubleshoot and find a resolution of assigned system defects.
- Responsible for quality control of product configurations, in order to meet client deliverables.

PRINCIPAL CONSULTANT (HCM) | PEOPLESTRONG TECHNOLOGIES | JULY 2021 – FEB 2023

- Understanding system capabilities and application for configuring and implementation of HCM/HR Tech related modules (Core HRIS, Recruit and Onboarding, Leave and Attendance, ELC (Transfer, Confirmation, Promotion) related to employee life cycle as per client's requirements.
- Responsible for partnering with client to understand the requirement and assisting them with deep consulting process with the objective of designing, configuration and testing of effective workflows and solutions with an aim to improve their overall HR Process.
- Responsible for Training, creation of training manuals and other HR Process documents with post implementation support to multiple stakeholders.
- Responsible for solving client queries and system related problems, including issues that require knowledge of HR Process.
- Responsible for reviewing potential new functionality within the system and how it can be implemented within the existing HRMS Suite.

HR RECRUITER INTERN | EPITOME TRC, INDORE | JUNE 2020 - AUGUST 2020

- Assisting and collaborating with hiring managers to analyze job requisition and staffing needs of the client.
- Creation and updating of Job descriptions
- Recruitment and Sourcing of qualified candidates from Naukri, Monster and various other Job portals, free sites, Facebook groups, LinkedIn etc.
- Screen candidate resumes and Job applications
- Conducting 1st round of interviews to assess, evaluate and filter candidates to determine their skills and qualifications for open positions.
- Timely submission of candidates as per the CTQ with the desired skills and qualifications as required by the client.
- Closing the open positions within the defined TAT and maintaining database of jobseekers.
- Contacting & collaborating with Vendors/Placement coordinators.

Education

**MASTER IN BUSINESS ADMINISTRATION IN HUMAN RESOURCE MANAGEMENT | JULY 2021
I MMMUT, GORAKHPUR | 7.9 CGPA**

**BACHELOR OF SCIENCE | MAY 2017 | DEEN DAYAL UPADHYAYA UNIVERSITY, GORAKHPUR
UTTAR PRADESH | 66.2%**

Certifications

Excel Skills for Business Essentials (Coursera).

Write Professional Emails in English (Coursera).

Workshop on ICT (Information and Communication Technology) learning.

Completed 10 days Live Project on Recruitment and Selection process with Decode careers.

Skills & Abilities

Elementary Knowledge of SQL

Proficient with MS Office — Word, Excel,
PowerPoint

Poised under pressure

Excellent interpersonal and communication
skills

Achievements:

Co-ordinated the Management Fest TieCOON'S20

Awarded as TieCOON of the year in Management Fest TIECOONS'20

Secured second runner up in extempore event.

Executive Member of "Eshan Management Society"