

# Rutik Yeola

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## SUMMARY

Result driven business analyst and functional consultant with 3+ years of experience driving successful HR technology projects from inception to completion. Skilled in gathering and analyzing requirements, creating comprehensive documentation, providing cost-effective solutions, and managing end-to-end project responsibilities. Proficient in HCM, Contractual Labour Management, Vendor Management, and Canteen Management modules with a strong foundation in core HR principles.

## SKILLS

### Business Analysis

Ability to create detailed business analysis and documentation, outlining problems, opportunities, and solutions

### Interpersonal and Consultative

Quality Reporting, Communicator  
Decision-maker, problem-solver  
Ability to teach, mentor

### Software Tools

Figma, Jira, Bitrix24, Azure, MS Office,  
Power BI, MS Visio, Lucid chart

### Workforce Management System

**Module (CLMS):** Onboarding, Gate pass Renewal, Offboarding, Department Transfer, Manpower Requisition, Manpower Planning, Attendance and Payroll

### HCM Module: Onboarding,

Offboarding, Learning and Development, Recruitment, Leave and Attendance Management, Benefit Management, Gate Pass

### Other Modules

Visitor Management Module and Canteen Management Module

## EXPERIENCE

### **Emsphere Technologies** | Business Analyst and Functional Consultant

Pune, MH | **Nov'2023 To Present**

- Conducting thorough business requirement analysis, including gap analysis, to understand client needs and project scope.
- Managing all project documentation, including BRDs, and Statements of Work (SOWs) that outline project objectives, scope, and proposed solutions, ensuring clarity and alignment with client expectations.
- Overseeing end-to-end project processes, from requirement gathering to timely and quality project delivery.
- Being accountable for managing change requests after Go-live, evaluating feasibility, and ensuring prompt delivery.
- Providing functional consulting to clients, offering recommendations and solutions to address business challenges.
- Coordinating internal teams (support, testing, development) to ensure successful project implementation.
- Designing new modules for standard software products, enhancing product offerings to meet evolving client needs.

### **DynaTech Systems** | Assistant Business Analyst

Ahmedabad, GJ | **Nov'2022 To Sep'2023**

- Interpreted client business processes and ensured effective communication.
- Demonstrated Microsoft Dynamics 365 - HCM features to clients.
- Evaluated customer processes against standard HCM functionality.
- Assisted in configuring HCM modules aligned with organizational needs.
- Gathered HCM requirements, collaborating with HR and technical teams.
- Created wireframes for client customizations.
- Derived insights from HR data and ensured error-free solutions through testing.
- Provided end-user training and maintained comprehensive documentation.
- Developed new carrier functionality in SCM module for sales.

**Anand I-Power Ltd. | HR Management Trainee**

Nashik, MH | **Jan'2022 To Mar'2022**

- Managed End-to-End Recruitment Cycle: Oversaw the entire recruitment process for the organization.
- Coordinated with Recruitment Vendors: Collaborated with external recruitment agencies.
- Planned Recruitment Sources: Strategized recruitment sources based on organizational needs.
- Sourced and Screened Profiles: Utilized social media, referrals, job portals, and internal databases.
- Conducted HR Rounds and Scheduled Interviews: Facilitated interviews with technical panels and plant heads.
- Handled Salary Negotiation and Offer Generation: Ensured alignment with organizational structure.
- Managed Employee Onboarding and Exit Interviews: Supported induction programs and engagement activities.
- Improved Documentation and Onboarding Processes: Enhanced efficiency in these areas.
- Maintained Employee and Recruitment Database: Ensured accurate records.

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## PROJECTS

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- Fully Customized Onboarding, Offboarding, and Transfer Module in Workforce Management System.
- Manpower Requisition and Manpower Planning Module.
- OT Planning Module.
- Different OT Calculations for Multiple Companies.
- Worker Integration and Customized Travel Expenses Reimbursement (TER) Module.

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## INTERNSHIPS

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**Nipro India Co. Pvt. Ltd. | Project Trainee**

Pune, MH | **Nov'2021 To Jun'2022**

- Analysed and controlled absenteeism and attrition by enhancing training efficiency and providing recommendations for improvement.
- Collaborated with colleagues, referred suggestions for reducing absenteeism, and recommended strategies to minimize attrition.

**Anand I-Power Ltd. | HR Intern**

Nashik, MH | **May'2021 To Nov'2021**

- As an HR Management Trainee at Anand I-power Ltd., I successfully managed the end-to-end recruitment process for our Ring and Foundry Plant.
- This encompassed understanding future manpower requirements, sourcing profiles through job portals, conducting HR rounds and interviews, coordinating with department heads, handling salary negotiations, ensuring smooth onboarding, and maintaining accurate employee and recruitment databases.

**Gabriel India Ltd. | HR Project Trainee**

Pune, MH | **Jan'2021 To May'2021**

- Assisted in designing and implementing GIL's online onboarding process, collaborating with vendors, and evaluating existing systems.
- Participated in customization discussions, reported to corporate HR, and conducted exit interviews.

**Grad2Live | HR Intern**

Remote | **Dec'2020 To Feb'2021**

- Managed recruitment processes, generated offer letters, and maintained MIS records.

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## EDUCATION

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**International School of Management and Research** | PGDM

Pune, MH | **2020 To 2022**

- Human Resources (Major) and Operations (Minor)

**Savitribai Phule Pune University** | Bachelor of Commerce

Nashik, MH | **2017 To 2020**

- Cost and Works Accounting.

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## EXTRA CURRICULUM

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- Worked as a 'Student Placement Coordinator' at the International School Of Management and Research, Pune.
- Prepared Induction PPT for Anand I-Power Ltd., Nashik.
- Member of Indian Student Parliament, 2020.
- Secured 2nd Rank in Research Paper Competition among Nashik District.