

Name: Madhuri V. Waghmare

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Certification ID: P2006483310

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

PROFESSIONAL EXPERIENCE

- 1) Sainnovate Tech Labs Pvt Ltd - (1st Aug 2023 to Till now)
Associate Consultant – SAP SF EC and Time Management

Client	Peerless Group of Companies and ISA (International solar Alliance)
Role	Associate Consultant SAP SuccessFactors EC and Time Management
Duration	Aug 2023 Till date
Module	Employee Central and Time Management
Project Type	Implementation and Support

Responsibilities: -

- ❑ Involved in meetings to understand the customer requirements.
- ❑ Analyzing and mapping clients' business requirements and objectives; developing necessary product modifications to satisfy clients' needs.
- ❑ 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.

Key highlights of the configurations are as follows:

- ❑ Foundation Objects creation.
- ❑ Maintained alerts & scheduled EC alerts and notification as per the customer requirement.
- ❑ Configured MDF Foundation Objects like Legal Entity, Business Unit, Division, and Department.
- ❑ Log into instance with Admin User and set the permissions for the admins/user.
- ❑ Security and Role based permissions for SuccessFactors users.
- ❑ Setting up approval workflows, create Dynamic Roles, create workflows for foundation objects.
- ❑ Configuration of Picklist as per client requirement and importing into the instance
- ❑ 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 HRIS Sync Jobs.
- ❑ 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.

Support Roles:

- 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)
- Attended weekly status meeting with client to update the status of the open tickets.
- As per requirement monitored and updated the new changes in data models.
- Configured custom Workflows, Picklists and Event Reasons when customers needed

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

Sr. Payroll Associate

- ❑ Responsibilities: -
- ❑ 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 analyse 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.
- ❑ Engage in self-directed learning trading and professional development to advance product and consulting knowledge and services
- ❑ Handling employee PF & ESIC queries

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

Assistant Manager HR

- ❑ Handling the HR Portal. (Roster Making, leave record)
- ❑ Responsible for deputing Joining, on boarding, employee bank a/c updating, Salary Revision,
- ❑ Contract Extension, Termination/Exit, Transfer & reliving
- ❑ Formulating HR policies and their executions.
- ❑ Maintain all statutory reporting relating to payroll.
- ❑ 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.

- ☐ Keep up with employee record and file management.
- ☐ Daily food arrangement for staff and labour.
- ☐ Making employees ID cards, employee offer and appointment letters.
- ☐ Making joining formalities like – Induction, Training, arrangement, Employee engagement,
- ☐ Birthday celebration, Organization Function
- ☐ Administration for office material.
- ☐ New vender development.
- ☐ 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)
- ☐ New vender development
Headhunting the candidate and recruit them for suitable post.
- ☐ Maintain record of 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.
Periodic coordination with employer and employee so as to bridge communication within management.

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

Date of Birth : 6th March 1987
 Marital Status: Married
 Language : Hindi, English, Marathi
 Father's Name: Vasant B. Waghmare
 Mother's Name: Varsha Waghmare
 Local Address : Konark Krish1, C102, Kehsav Nagar Mundhava, Pune411021
 Passport No : P6853828

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

Date:

Place: