



SUNAYANA BALABANTARAY

HR Delivery Specialist

Contact

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Gurugram, India

Education

TRIDENT ACADEMY OF CREATIVE
TECHNOLOGY,BPUT

MBA in HR and Marketing, 2017 -, 2019
UTKAL UNIVERSITY, BHUBANESWAR
Bsc. in Zoology, 2014-2017

CHSE BOARD

12th in Science, 2012-2014

BSE BOARD

10th in all subjects, 2012

Expert Skills

- HR process & Administration
- SAP HCM, Successfactor and SAP one(CATs)
- Effective analytic skill
- Employee engagement
- Payroll processing
- Time management
- Employee relations
- ESS, MSS and Fiori
- Defect/Issue resolution
- Team collaboration

Work Experience

EGE_Ericsson (India) Pvt. Ltd
HR Delivery Specialist

August 2022 - Till date



SAP HCM & Payroll System Implementation:

Actively collaborated with the IT team and local HR& PBPs to execute end-to-end implementation for SAP HCM, focusing on Personnel Administration (PA), Organizational Management (OM), Time Management, and Payroll modules.

- Coordinated with teams across multiple countries to implement and test new functionalities within SAP, ensuring alignment with business requirements and legal standards.
- Worked closely with the IT team to implement Time Approval Tools in desktop and mobile platforms for line managers and project teams. Provided essential inputs and feedback to the IT team to enhance system configurations and align with operational needs.

System Testing & Defect Management:

Led UAT (User Acceptance Testing) efforts for new implementations, collaborating with IT teams to develop and execute detailed test cases, ensuring seamless functionality across the PA, OM, Time, and Payroll modules.

Identified, documented, and resolved system defects in collaboration with the IT department, ensuring system enhancements aligned with business goals and compliance requirements.

Master Data Management & Updates:

Managed SAP HRMS master data updates across multiple systems, including SAP HRMS, SAP One, and SuccessFactors, ensuring seamless integration and accurate data flow across all relevant modules.

Payroll Data Management & Reports:

- Prepared, reviewed, and shared comprehensive payroll reports across multiple countries, ensuring full compliance with local regulations.
- Ensured accurate tracking and reporting of employee hours, leave balances, and overtime, directly supporting payroll calculations.

Time Management & Leave Administration:

Efficiently managed time-related tasks, including the accurate tracking and reporting of employee work hours, overtime and leave aligning with the organizational time management policies.

Worked closely with HR teams to update Holiday Calendars, new WSR creations and implement Time Management policies in SAP, collaborating with the IT team to ensure system configurations matched legal and business requirements.

Data Audits & Grievance Handling:

- Conducted regular data audits for employees categorized by country and region, ensuring data integrity and alignment with internal and external compliance standards.
- Managed employee grievances using a ticketing tool(Helix), resolving issues within SLA parameters and maintaining employee satisfaction.

ESS/MSS & Fiori Integration:

Utilized Employee Self-Service (ESS), Manager Self-Service (MSS) portals, and SAP Fiori applications to enhance user experience, improve operational efficiency, and ensure employees' time and payroll information was accurate and accessible.

HR ASSOCIATE

- Interfacing with seniors and head of departments for implementing HR policies & procedures.
- Maintenance of payroll information by collecting, calculating, and entering/providing data in the desired format.
- Adheres to HR policies and procedures and complies with relevant laws.
- Grievance handling for all structure employees(Management cadre, OSCR, Contractual etc.). Answers employee questions about Leave, deductions, attendance and provide the MIS in the desired format.
- Deriving employee engagement and Managing Company's employee relations program to ensure high employee engagement. Interact and co-operate with all the members of team.
- Updating of employee data related to Hiring, Correction, Transfer, Promotion, Confirmation & Separation in SAP.
- Preparation of payroll monthly reports/PPT for managerial review in monthly agreed deadlines.
- To maintain employee confidence and protects payroll operations by keeping information confidential.
- Generate payroll monthly/yearly records by entering/providing changes, Collection/recheck/correction, and department/division/Circle Leaves, transfers etc. in the desired format. Ensure Input data is processed accurately throughout the month/year to meet agreed deadlines.
- To provide employee log in credentials by coordinating with IT department.
- Process Full and final settlement and smooth employee on boarding.

A P Securitas Pvt. Ltd. , New Delhi

HR TRAINEE



January 2020 - October 2020

Recruitment

- Analyzing the job requirements and make Job Descriptions.
- End to End recruitment - Job posting, screening & sourcing resumes, telephonic interviews, scheduling interviews, selection, salary negotiation, documentation & sending offers.
- Adminstrate technical & aptitude test with the help of other HR team members and shortlist potential candidates for further rounds of selection process.
- Generate reports on interview outcome and update the list of potential candidates.
- Prepare proposed compensation package for the selected candidates and make the offer.

Joining and induction

- Ensure that all joining related formalities get completed
- Check & collect necessary documents.
- Coordinate with IT department for Providing of Assets and getting their email ID configured.

Employee record and reports

- Developed a well-structured employee database in order to get instant employee history and to ensure better record keeping and reporting requirements are accurate and timely
- Ensure completion of Personal files and update of employee data for various purpose like medical insurance
- Keeping Sr. Manager updated with information related to HR Operations.
- Updating & Maintaining data bases by using HRMS.
- Making Appointment letters, Confirmation letters etc. Maintaining employee files & ensuring timely file completion.

SUMMER INTERNSHIP

Securitrans India Pvt. Ltd. , New Delhi

Title: "selection and recruitment process"



1st June2018 - 31st July 2018

Learning Outcomes:-

- Updated and created Employees Databases.
- I'd card activation and did practical survey on employees job satisfaction.
- Handled end to end Recruitment & Selection process.
- Used Jobsites Portals like Naukri.com, Shine.com and Monster.com.

- Done Sourcing and Screening of candidates.
- Scheduled and Conducted Preliminary interviews.
- Maintained the all kind of Candidates database separately e.g. Selected, Not Selected, On-Hold Candidates.
- Analyzed Labour laws, identified the problem areas with an urge for improvement.
- Gained Practical overview of daily HR Practices.

PROJECTS

Selection and Recruitment process.	2018
Industrial Relation in labour law	2019

CERTIFICATIONS

3 months of SAP(HCM) consultant course 2019

2 months of summer internship project. 2018

3 months of “c” language course 2017

Excel for beginners 2020

Korean online hobby class for beginners 2021

Completed various trainings in Ericsson Academy related to data privacy (2022 onwards)
and security, Anti-corruption, security training,
training related to successfactor, Environmental introduction,
health and safety,
training related to ethics and compliances awareness, business owner training etc.

ACHIEVEMENTS

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- Won prize in physics Olympiad
 - Won prize in college dance competition

STRENGTHS

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- Optimistic
 - Adaptable
 - Hardworking
 - Problem Solving
 - Self motivated

PERSONAL DETAILS

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- D.O.B : 4th June 1998
 - Languages Known(R,W,S) : English, Hindi, Oriya
 - Marital Status : Single
 - Permanent Address : Puri, Odisha pin-752110

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date:

Sunayana Balabantaray