

Keshav Muni Pasupuleti

Business Analyst/ Implementation & Project management/
Functional consultant

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PROFILE SUMMARY

- A proactive and devoted individual with 7 years of experience in HRIS, Payroll Modules and ERP along with integration HR Solution implementations Project Management. Looking to secure a responsible career opportunity to fully utilize my experience and skills, while making a significant contribution to the success of the company.

ORGANIZATION EXPERIENCE

JANUARY 2017 – February 2024

Intwo (Schinder electronics) (February 2023- February 2024)

Designation: Functional consultant & Project Management.

Roles & Responsibilities:

- Work experience on HR dynamics 365/D365/Microsoft Dynamics 365.
- Understanding, communicating, and interpreting client business processes and requirements.
- Connecting with various internal and external stakeholders to understand the business requirements.
- Conduct client workshops to capture and define the business requirements to successfully implement the solutions.
- Conducting daily and weekly standup calls to discuss on the project status.
- Preparing and updating the project matrix.
- Travelled to onsite to engage with client team to gather requirements, determine expectations & finalize deliverables.
- Capture the requirements and prepare Business Scenario Documents, Functional Requirements and Design Documents, Test Scripts and User Manuals.
- Performing the gap fit/analysis to understand the current technique and sign-off from the client.
- Configure the workflows for document request, Payroll module, leave module.
- Worked on integration with multiple tools along with the field level mapping of data input and output.
- Coordinate with project managers and technical consultants to configure the client requirements effectively.
- UAT (User Acceptance Testing) & CRP (Conference Room Pilot) preparations for final review by client.
- Provide pre-go live and post go live support to clients.

ADP PVT LTD, Pune (July 2021-February 2023)**Designation:** Analyst.**Roles & Responsibilities:**

- Validating the Central Employer templates, Bulk hire templates & CRM system required templates.
- Preparing & configuring payroll calendars as per client requirement.
- Attending kick off call's, weekly calls to discuss about Payroll requirements with the clients and country partners.
- Understanding Business requirement of the customer, before setting up the system migration and aligning with all stakeholders on data requirement gathering.
- Connecting with various internal and external stakeholders to understand the business requirements.
- Responsible for monitoring project schedule and report to the key stakeholders both internal & external.
- Identify, measure, and monitor the project risks, develop alternatives to mitigate these risks during the project life cycle and keeping the customers informed on Governance call.
- Preparing the documentations to follow the standard approach for all the countries of customer.
- Setting up the payroll system functions and mappings to process the client payroll.
- Processing the dry/parallel runs make sure to match with client reports.
- Supporting with Service team till Go live month and post go live if required.

Worked on Integration projects:

- Worked on integration setup with Workday team, WFM team and SAP team.
- Identifying the business needs and preparing the countries certification plan.
- Analyzing the past payroll data and identifying the Global and Country specific fields or data.
- Preparing the standard test cases as per the country requirement for testing
- Analyzing the issues and fixing those during the UAT phase.
- Worked on the PECL output files using the Ad Hoc schedulers as per the test cases.
- Pre and Post validation of the data integrated from WorkDay and ensuring successful integration for a seamless payroll processing and delivery.

Rewards & recognitions:

- Received Rockstar Award for the best performance and Team player.
- Received My moment awards for the project support.

Additional activities

- Team Player - Supporting team members to move critical projects till smooth go live.
- Identifying the critical tasks in the process and works with managers for interim solution.

Ceridian (Excelity Global), Bengaluru (June 2019- June 2021)**Designation:** Service Consultant/ Implementation consultant.**Roles & Responsibilities:**

- Preparing the discovery payroll workbook.
- Attending kick off call's and discussing about payroll requirements with the clients.
- Understanding Business requirement of the customer, before setting up the system migration and aligning with all stakeholders on data requirement gathering.
- Responsible for monitoring project schedule and report to the key stakeholders both internal & external.
- Identify, measure, and monitor the project risks, develop alternatives to mitigate these risks during the project life cycle and keeping the customers informed on Governance call.
- Scheduling calls with different teams involved in project to identify the gaps to put an action plan in place.
- Organizing & connecting on weekly review calls & Daily huddles to update with Implementation management on the progress of project.
- Preparing the documentations to follow the standard approach for all the countries of customer.
- Setting up the payroll system functions and mappings to process the client payroll.
- Processing the dry runs make sure to match with client reports.
- Supporting with operation/process team till Go live month.

Awards & Recognitions-

Received best employee of the month.

Neeyamo Enterprise Solution, Pune. (January 2017 – June 2019)

Designation: Service Delivery partner & Transition consultant.

Roles & Responsibilities:

- Understanding Business requirement of customer before starting with Implementation and aligning with all stakeholders on requirement gathering.
- Preparing Project Plan along with Knowledge organization team on all the key activities to be performed for successful transition until Go-Live.
- As the Consultant/delivery partner for multiple projects I am responsible for project scoping, project planning, key milestones, dependencies, critical paths, risk management plans, project management including change and quality control, forecasting and execution.
- Monitor project schedule and report to the stakeholders both internal & external on the status.
- User Acceptance Testing of Payroll runs before go live production, analysis of Master File data and reconciliation of data to legacy systems.
- Tracking project and updating all stakeholders in Governance call and putting mitigation plan for all the Risk identified.
- Giving Demo to customers and understanding business needs to configure system as per customer requirements.
- Identifying process improvement steps and standardizing the process for customer having spread across multiple countries.
- Integrating HRIS system of customer with Neeyamo applications by using API.
- Identifying the test cases on business requirement of customer and getting it tested as part of Project execution in different phase of Project like SIT/UAT.
- Daily discussion with Product and Technology team to identify the issues/error to have a fix.
- Creating the documents to follow the standard approach for all the countries of customer.

Worked on Integration:

- Worked on integration setup with Workday team.
- Identifying the business needs and preparing the countries certification plan.
- Analyzing the past payroll data and identifying the Global and Country specific fields or data.
- Preparing the standard test cases as per the country requirement for testing
- Analyzing the issues and fixing those during the UAT phase.
- Worked on the PECL output files using the Ad Hoc schedulers as per the test cases.
- Pre and Post validation of the data integrated from WorkDay and ensuring successful integration for a seamless payroll processing and delivery.

EDUCATION DETAILS

- Master of Business Administration in Human Resource Management from Amity university (Dubai campus) with CGPA 8.0, 2016.
- Bachelor of Business Administration from Bangalore university with 58%, 2014.
- Secondary School Certificate with 68%, state board, 2009.
- Board of Secondary Education with 75%, state board, 2006.

Computer Proficiency

- MS Word, MS Excel, MS PowerPoint

Language Proficiency

- English, Hindi, Telugu

PERSONAL DETAILS

Date of Birth: 03rd Apr 1991

Nationality: Indian

Passport: Yes