

Anuja Mane *Functional Consultant*

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📍 Pune, India

A self-motivated individual passionate about applying technology to improve the HR processes and employee experience. 4+ years of industrial experience in the areas of HRMS (Implementation, Support, and Continuous Improvement projects), Business Analysis, and Project management. My key strengths are learning agility, attention to detail and quality, critical thinking, creativity, and an analytical mindset. I thrive in a challenging environment and can handle ambiguity and constant change.

📁 PROFESSIONAL EXPERIENCE

2023 March – present
Pune, India

Nuvista Technologies, Oracle Functional Consultant

- To analyze, document, and propose solutions for business areas and to prepare **functional specifications**.
- Collecting, understanding, and transmitting the business requirements for the project, and translating these into functional specifications.
- To provide the link between the customer, development team, and any third party regarding software functionality, throughout the development lifecycle.
- Responsible for documenting the client's requirements as **Software Requirement Specification** and for sign-off by the client.
- Act as a functional expert in HR processes, providing **end-to-end HR lifecycle** support.
- Interact with the software engineering team to develop the software solution required by the client. Manage client calls, **requirement gathering, and analyzing project requirements**.
- Hands-on experience in handling HR processes of **European countries**.
- Experienced in **Netsuite implementation**, support and Data migration.
- Experienced in **Oracle HRMS implementation**, support and configuration.
- Experience in NetSuite tracks like **Order Management, Procurement, Supply Chain Management, Inventory, Warehouse**.
- Experience in developing and modifying standard Netsuite reports, saved search, custom reports suite analytics.

2020 November –
2023 March
Pune, India

Neeyamo Enterprise Solutions, Implementation Consultant

- Part of the HR Technology design team, responsible for the Implementation and maintenance of HR systems with different clients.
- Troubleshooting the HR systems and technology support to global clients.
- Lead and monitor everyday workflow of all implementation processes and requirements including identifying and implementing technical enhancements to automate complex tasks and minimize manual work.
- Experienced in Blueprint to Go-Live and Post Go-live Production stabilization, maintenance and support for Business processes.
- Attend client calls and translate conceptual system requirements into technical business requirements.

- Provide issue resolution or escalate as needed to the appropriate level or parties.
- Managing the database, Candidate Trackers and MIS reports on daily and weekly basis.
- Lead regular progress meetings, and provides reports and information on implementation to the steering committee and the leadership team.

Testing:-

- Reviewing and analyzing system specifications.
- Collaborating with Quality Assurance Engineers for the purpose of developing effective test plans and strategies. Conducting post-release or postimplementation testing.
- Identify and troubleshoot bugs as soon as they arise.
- Working with cross-functional teams for ensuring quality throughout the SDLC.

EDUCATION

2019	B.E. Electronics and Telecommunication, Hirasugar Institute of Technology Nidasoshi Secured 6.86 CGPA
2015	Diploma in Electronics and Communication,, C.B. Kore Polytechnic Chikodi Secured 73.68%
2011	SSC, K. L. E's Society Smt. Sharadadevi Kore High School Ankali Secured 70.08%

SKILLS

Communication	<div><div></div></div>	Implementation	<div><div></div></div>
Client Handling	<div><div></div></div>	MS Office	<div><div></div></div>
Testing	<div><div></div></div>	Team Handling	<div><div></div></div>

TOOLS AND APPLICATIONS

Oracle HRMS

Absence Management

Time Management

Payroll

HRIS