



Tannu

Business Analyst

PROFILE SUMMARY

I have 2 years of experience in Business Analyst | Implementation| Functional tester| HRMS| Support

EDUCATION

2022	M.Com Maharishi Dayanand University (MDU), Rohtak
2019	B.Com mdu
2016	XIIth Hindi
2014	Xth Hindi

WORK EXPERIENCE

Jul 2022 - Present	<p>Business Analyst</p> <p>Osource global indian private limited company</p> <p>Currently, I am leading the implementation of a new project called Crest venture within Onex V5 software, focusing on project planning, data gathering, and documentation.</p> <p>As an HRMS Business Analyst, I am overseeing client projects (ACCOR , CRGO, Svantrata and Crest Venture) specializing in enterprise and human resources work.</p> <p>I adeptly address client queries and issues, utilizing my proficiency in Onex product software and Onex V5 software. My role involves daily activities such as configuration and setup of various schemas. I am dedicated to my position as an HRMS implementation Business Analyst, consistently ensuring efficient processes.</p>
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Projects

PERSONAL INFORMATION

- Email dsmriem@gmail.com
- Mobile (+91) 7015810718
- Total work experience 2 Years 4 Months
- Social Link www.linkedin.com/in/tannu-sharma-180b64240

KEY SKILLS

- Functional Testing
- ONEX software
- Business analyst
- Hrms Testing
- ERP Implementation
- User Training
- Manual Testing
- Software Testing
- HRMS Implementation
- Mobile Application Testing

OTHER PERSONAL DETAILS

- City Noida
- Country INDIA

HOBBIES

Dancing cooking and learning

LANGUAGES

- English
- Hindi

721 Days

HRMS

- Implemented HRMS project with a focus on proper documentation, data Dictionary, SRS
- Led project planning, client data gathering, kick-off calls, and obtaining sign-off before initiating work on the UAT environment and transitioning to the live environment upon client confirmation.
- Configured ELC and ESS modules for comprehensive system utilization.
- Established a system for Soft Joining to Exit Analysis, including workflow setup based on client requirements.
- Configured mail setup and notifications for effective communication within the system.
- Implemented biometric device configuration in the system according to database specifications.

61 Days

HR GENERALIST PROJECT

- Executed HR Generalist responsibilities for HR Remedy Private Limited project, demonstrating proficiency in MS Excel and utilizing various job portals such as Monster, Naukri, and Shine.
- Enhanced the project's effectiveness by mastering payroll functions including leave and attendance management, full and final settlement, and calculations for PF and ESIC, contributing to a more efficient HR process.
- Gained valuable experience in core HR activities such as recruitment, screening, sourcing, shortlisting, and conducting interviews, leading to effective candidate selections.
- Contributed significantly to the HR project's success through the application of skills and expertise, resulting in a comprehensive learning experience and valuable professional growth.

30 Days

○ Internship & Job Preparation Project Problem Statement

Basically this project is related to the Imagine you have applied to Internshala. Here is a list of some roles available at Internshala. Pick any one of these and go through the steps below to prepare yourself for applying at Internshala. some Tasks to Perform here. like :- You can take any profile of your choice and perform the tasks given below accordingly. Interview related project it's. And I know my ability in doing this project.

COURSES & CERTIFICATIONS

- Science exhibition
- Internshala Training
- Internship & Job Preparation