

Davinder Singh Alag

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 - DOB :3rd August 1963

Experience

Bharat Petroleum Corporation Ltd

Mumbai, Maharashtra

Functional Consultant (HCM Module) with Addn Charge of CBA

September 2022 – Present

- Created a tool for the calculation of the Employee Pension Scheme (EPS) and facilitated the development of a package to collect employee's options/choices.
- Designed packages for automation of various HR and Benefits Administration processes, including separation package – Online Settlement forms, Online Separated staff Vendor Creation etc. These enhancements streamlined the process, improved data quality, reduced user query response time, enhanced transparency, and minimized manual HR data entry.
- Implemented system changes for the payment of arrears due to pay revision and Long Term Settlement (LTS) for unionized staff.
- Played a key role in configuring, merging, and upgrading SAP versions, ensuring accurate payroll processing and compliance with statutory requirements.
- Conducted training sessions and provided support to end-users in handling OM (Organisation Management), PA (Personnel Administration), Time Management, Leave Management, ESS (Employee Self-Service), and Payroll functionalities.

Team Lead Benefit Admin – Payroll & Separation

April 2021 – August 2022

- Established a centralized benefit department for PAN India staff, overseeing payroll management, attendance & leave management, and separations.
- Ensured accurate payroll processing, meeting deadlines, and guiding the team to maintain error-free payments to staff.
- Handled separation cases (resignations, retirements, disciplinary cases) and ensured smooth full and final settlement for all staff.

Team member (ERPCC) HR, Specializing in HCM module

December 2000 – March 2021

- Successfully implemented the HCM module for 14000 employees, handling various modules such as Organisation Management, Personnel Administration, Payroll (including off-cycle payroll), Travel Management, Time Management, Leave Management, ESS, and Claims Functionality.
- Key member responsible for configuration, merger, and upgrades of SAP versions, ensuring accurate payroll processing and compliance with statutory requirements.
- Conducted training and supported end-users in OM, PA, Time, Leave, ESS, and Payroll handling.
- Managed system changes for payment of arrears due to pay revision and LTS for unionized staff.
- Implemented SAP HR Module in external organizations, such as Numaligarh Refinery, SATORP (Saudi Aramco Total Refining & Petrochemical), and Sabarmati Gas Ltd.
- Conducted training sessions in SAP Payroll for external organization like BMC, SBI etc.

Officer Finance

May 1996 – November 2000

- In charge of Payroll Department for 2500 Staff.
- Handled salary revision and payment of arrears related to it
- Responsible for compliance of various statutory & non statutory rules and regulations
- Dealing with various Audits like Statutory, Tax etc.

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Personnel & Administration Assistant

September 1986 – April 1996

- Assisted in the administration of various benefit schemes for unionized staff and implemented benefit administration policies.
- Managed salary fixation/revisions and leave administration for unionized staff.
- Developed and implemented an in-house package for the administration of leave for unionized staff.

Certification

- Certification in Project Management by International Project Management Association – June 2012
- Certification in SAP Human Resources Module in SAP R/3 by SAP-AG, Germany – June 2003

Education

- Diploma in Personnel Management from Tata Institute of Social Science – July 1994
- Master of Commerce (in Accounts) from Mumbai University – July 1988
- Diploma in Labour Laws from National Institute of Law – December 1986
- Bachelor of Law from Mumbai University – July 1986

Honors & Awards

Bharat Petroleum Corporation Ltd

New Delhi, India

- India National Award Winner 2014 (Best Employee)

Skills & Interests

Technical: SAP, Payroll Microsoft Excel, Microsoft PowerPoint, Microsoft Words

Language: English (Fluent), Hindi (fluent), Marathi, Punjabi