KEERTHANA GANDEPALLI

Visakhapatnam, AP 🏠
8297235758 📞
keerthysanakv@gmail.com ✉

OBJECTIVE

Experienced HR professional with a strong background in HR Core and SAP HR. Utilizing my expertise in employee life cycle management, HR operations, and employee engagement, I aim to contribute to a positive work environment while ensuring compliance and driving organizational success.

RELEVANT EXPERIENACE

HR Associate | Medicover Hospitals
AUG 2020 – FEB 2022

Roles & Responsibilities

- As part of Recruitment process, screened resumes, and scheduled interviews with department heads for potential candidates.
- Successfully conducted inductions and facilitated completion of required paperwork within specified timelines.
- Managed the post-joining employee life cycle, ensuring smooth onboarding, employee relations, performance management, and offboarding processes.
- Established strong employee connections, addressing, and resolving employee issues and grievances promptly and effectively.
- Facilitated the Internal Job Process (IJP) for eligible employees, following company guidelines.
- Coordinated and completed HR operational tasks, including payroll processing, benefits administration, and HR documentation, to provide a seamless employee experience.
- Played key role in executing PMS while adhering to established timelines and guidelines.
- As part of Training and Development, conducted orientation sessions covering HRMS, HR committees, policies, and scheduled departmental training programs.
- Conducted field visits to assess employee engagement, satisfaction, and compliance, ensuring adherence to company guidelines.
- Developed and implemented employee engagement initiatives within the allocated budget, resulting in improved morale and a positive work culture.

SAP HR – Senior Analyst | Capgemini
FEB 2022 – PRESENT

Roles & Responsibilities

<u>Client:</u> Thales Group

Roles & Responsibilities

- Involved in Production Support (ticket resolution) for SAP HCM modules viz. Organization Management (OM), Personnel Administration (PA), Time Management, Employee Self Service (ESS)/ Manager Self Service (MSS).
- Taking care of any new enhancements/ changes in existing implemented modules, with respect to policy changes/statutory changes, etc.
- Involved in end-to-end implementation cycle, which includes Requirement gathering, Solution Designing, Configuration, Legacy systems data migration, Preparing Functional Specifications (FS), Testing, Preparing Test Result Documents and User Manuals.
- Planning & Executing Change requests (CR) which includes providing necessary development, testing and deployment efforts, according to SAP guidelines and taking necessary signoffs from the Business Client and finally executing the same as per timelines.
- Conducting UAT/Demo sessions with client users, for new changes/enhancements made, in Quality environment and then finally deploying it in Production environment after Client approval.
- Resolving issues related to custom Webdynpro applications, Workflows, Enhancements, etc. in co-ordination with SAP ABAP Consultant.
- Collaborating with SAP Security/Basis team for SAP HR Role authorization, SAP note implementation.
- Co-ordination/Interaction directly with users for any urgent Production issues and for any other day-to-day issues.

CERTIFICATIONS

- SAP Certified Application Associate- SAP HCM with ERP 6.0 EhP7
- SAP Certified Application Associate- SAP SuccessFactors Employee Central Core 2022
- SAP Certified Application Associate-SAP SuccessFactors Performance and Goal Management 2022
- SAP Certified Application Associate-SAP SuccessFactors Learning Management 2023

ACHIEVEMENTS

- Received the "Passionate Young Professional" award at Capgemini for exceptional dedication, enthusiasm, and adaptability in a fast-paced, evolving project environment.

EDUCATION

MBA HR| **Gayatri Vidya Parishad**

2018 – 2020

B Com | **Sri Murali Krishna Degree college - AU**

2015 – 2018

Intermediate (+2) | **Sri Medha V College**

2013 – 2015

10th Class | **Kendriya Vidyalaya**

2013

SKILLS

- Effective presentation skills
- Strong interpersonal communication skills
- SAP HR expertise
- MS Office Tools

LANGUAGES

- Telugu
- Hindi
- English