|  |  |
| --- | --- |
| **RESUME** | |
| C:\Users\Alig Traders\Desktop\thumbnail.jpg | **Address:**  **Bluemoonhomes 1202A Tower E, Raj nagar Extension, Ghaziabad**  **+91-9315574964**  **albha.delhi@gmail.com** |

|  |
| --- |
| **CAREER OBJECTIVE** |

]

I am eager to work with an organization that can provide me with an opportunity to excel as a SAP SuccessFactors Consultant and make a positive impact on business.

***COURSES & CERTIFICATIONS***

* SAP SuccessFactors Employee Central Certified.
* **PGDGC** from Institute of Counselor Training Research and Consultancy. Delhi. Under the guidance of **Dr.V.S Ravindran**

|  |
| --- |
| **ACADEMIC QUALIFICATIONS** |

|  |  |  |  |
| --- | --- | --- | --- |
| Examination | School / College | Board / University | Year |
| Secondary School  Certificate (X)  Senior Secondary  School Certificate (XII)  (commerce with computers) | Children’s Academy, Ghaziabad  Children’s Academy, Ghaziabad | Central Board of Secondary Education. Delhi.  Central Board of Secondary Education. Delhi. | 2003  2005 |
| Bachelor of Commerce  B.com(hons.) | Daulat Ram College | Delhi University. Delhi. | 2008 |
| Master of Business Administration  **( H.R.& Marketing )** | ICFAI National College. Dehradun. | ICFAI University. | 2010 |
| Bachelor of Education | Roorkee College of Pharmacy. Roorkee. | Garwhaal University. | 2013 |
| Master of Arts  **( Economics )** | Chaudhary Charan Singh University. Meerut. | Chaudhary Charan Singh University. Meerut. | 2015 |

|  |
| --- |
| **WORK EXPERIENCE** |

Working with :

Xapotech System Pvt. Ltd.

Designation: SAP Associate consultant

August 2021 till present.

***SAP SuccessFactors Employee Central Skill set.***

* Foundational Objects, Metadata Framework (MDF) & Generic objects.
* Succession & corporate data models to create background elements, standard elements, hris elements etc.
* Configured Workflows for different events like New Hire, Job change etc.
* Role Based permissions (RBP) to create roles and permissions.
* Configuring Employee files/people profile and customizing of Employee Central Portlets like personalinfo, jobinfo, using Manage Business Configurations.
* Propagation
* Business rules for defaulting values, calculate dates, trigger workflows etc
* Position Management in Employee central.
* Pick list Management.
* Knowledge of Time OFF configuration

***JOB & Responsibilities***

* Checking open Tickets and close as per priority.
* Changes to configuration settings as required by the client, analyzing the impact of changes to be taken place.
* Documentation and end to end testing for the project hire to rehire cycle in employee central.
* Working on different projects.
* Testing for every configuration change as per requirements.
* Validation and Substitution for various business scenarios.
* Providing day-to-day operational and process support to users.
* Preparation of End users’ manuals
* Providing training to end users.
* Attended KT sessions & updated knowledge with new issues.
* Resolved User issues on timely basis.
* Handling and Resolving the Issues according to the priority.

**Holy Trinity Church School , Ghaziabad.**

Designation: **HR Admin (**April 2011 – December 2020)

**Responsibilities and Assignments**

* Conduct interviews, background screening and orientation.
* Screen incoming resumes and application forms
* Interview candidates (via phone, video and in-person)
* Provide shortlists of qualified candidates to manager.
* Monitor costs and expenses to assist in budget preparation.
* Monitor inventory of office supplies and purchasing of new material with attention to budgetary constraints.

Worked with:

**AUTHBRIDGE RESEARCH SERVICES.(BACKGROUND VERIFICATION CO.)**

Designation:**Background verifier**

October 2010 - March 2011

|  |
| --- |
| **PERSONAL DETAILS** |

Name :**AlbhaNarjinary**

Nationality : **Indian**

Sex : **Female**

Languages known : **Hindi, English, Bengali**

I hereby declare that the above particulars are true to the best of my knowledge and belief.

Date: **( AlbhaNarjinary)**