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| Nisha BankraNisha Bankra \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **IT Specialist**  **Workday HCM, SAP HCM/HR & SuccessFactors(S4Hana HCM)**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **PHONE: +91-9315500181**  **EMAIL:** [**nisha.23march@gmail.com**](mailto:nisha.23march@gmail.com)  **Current Location: Delhi/NCR, India**  **Job Type:** **IT Implementation, Support &**  **Training \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Profile:**  Having overall **19+ Years of Experience:**   * Working on different assignments such as **Implementation, Support,** **providing Training, Conducting Webinars, Demonstrations, Making Evaluation/Assessments (Milestones, Case studies/Small Projects, Evaluation Templates, Milestones MCQ, etc.), Writing Learning Tutorials/Blogs, Making video-based tutorials for E-Learning Platform, etc.** * Have done **2 Implementation & 3 Support Projects.** * Presently working as **an IT Specialist** forthelast 5 years. * **Sr. SAP HCM Consultant** for 7 years. * **SAP-HCM Trainer** for 1.11 year * **HCM Domain/Functional Experience** for 4.2 years.     **IT Training Experience**  **(ERP-SAP HCM, Workday HCM & SuccessFactors HCM)**    **IT Projects\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Present Employer**  Jan’2018-Till present  **Organization:** [Akshara Global Software Solutions Pvt. Ltd.](https://www.zaubacorp.com/company/AKSHARA-GLOBAL-SOFTWARE-SOLUTIONS-PRIVATE-LIMITED/U72502UP2017PTC099360)  **Position:** IT Specialist  **Freelance Implementation & Support**  Feb’2010-Dec’2017  **Position:** SAP HCM Consultant |  | | EDUCATION  * Bachelor of Commerce from Delhi University in 2002. * PGDBM-HR from IMT (Ghaziabad) in 2007. * In-house TrainingonERP (SAP-HCM/HR, ECC 6.0) conducted by Xansa (India) Ltd. in 2007. * Diploma in Computer Applications from ITI in 2003.  WORK EXPERIENCE[Akshara Global Software Solutions Pvt. Ltd.](https://www.zaubacorp.com/company/AKSHARA-GLOBAL-SOFTWARE-SOLUTIONS-PRIVATE-LIMITED/U72502UP2017PTC099360), IT Specialist Jan’2018-Till present Freelance SAP HCM Consultant Feb’2010–Dec’2017 IICE Technologies Limited, SAP HCM/HR Trainer Mar’2008-Jan’2010 Xansa India Ltd. (Steria), Sr. Executive (HR Support) Oct’2005–Feb’2008 Patni Computers Systems (IGate Patni), Process Executive Dec’2003–Sep’2005**SKILLS** **Workday HCM Exposure**   * **Organizations in Workday-** Supervisory Organization & Subordinate Organization, Location & Location Hierarchy, Hierarchy, Reorganization, Cost Centers & Hierarchy, Company Creation, Region & Region Hierarchy. * **Staffing Models, Jobs & Positions-** Types of Staffing Models, Job Profiles, Job Families, Job Family Group, Job Profile & Position Creation. * **Compensation-** Compensation Grade, Package & Rule, Grade Profile & Compensation Eligibility Rule. * **Recruitment & Onboarding, Time Management,** * **Learning Management Systems (LMS), Payroll, Benefits** * **Security Groups-** Domain Security Policy, Business Process Security Policy, Security Groups, Role-based Security Group, User-based Security Group & Security Configuration. * **Reports &** * **Defining Business Processes in Workday-** Configuring Business Process, Creating Applicant, Hiring Process, Cancelling Business Process, Terminations, Promotions, Transfers, etc.   **SAP-HR/HCM Exposure**   * **Organizational Management,** * **Recruitment,** * **Personnel Administration,** * **Time Management &** * **Payroll Accounting.**   **SAP Successfactors HCM**  **Employee Central, Compensation, Performance & Goal Management, Reporting, Security, etc.**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   * Classroom/Online Training Experience (Corporate/Academy/Institute/Personal). * Delivering SAP/Cloud Computing different training to end users as per Corporate Client Training Standards, Policy and Methodology. * Creation of Training Content and Curriculum as per Client Specific Requirements. * Assisting Lab setup as per client requirements. * Maintaining training course feedback forms and support improvements based on user feedback. * Developing training guides/handouts/user manuals for end users. * Making Evaluation/Assessment Assignments for   Academic/Institutional Clients. (Milestones, Case studies/Small Projects, Evaluation Templates, Milestones MCQ, etc.)   * Writing Learning Tutorials/Blogs, Making video-based tutorials for Self-paced E-Learning Platform. * Conducting Demonstrations, Webinars and designed well in terms of Q & A, Interaction with all attendees, Chat, Polls, Exams, Quizzes, Activities, etc.   **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Project 3 (Workday HCM, Mar’2018-May 2019:**  **Client-** AVL India Pvt. Ltd.  **Project-** Implementation & Support of Workday Core HCM  **Responsibilities-** Assisting with the Implementation of new Workday solutions, supporting and changing existing Workday configurations to meet new business needs. Providing recommendations and training  to assigned client groups on all Workday-related issues.  **Project 2 (HCM/HR), Nov’2012-Dec’2017**:   |  |  | | --- | --- | | **Client** | Elcome Technologies Private Limited, Gurgaon, India | | **Position** | Sr. Consultant | | **Project** | Implementation & Support of OM, PA & PY-India. | | **Responsibilities** | Implementation of Organizational Management, Personnel Administration, Payroll Accounting-India & Post-Implementation Support. | |
|  |  | **Project 1 (HR/HCM),** **Mar’2010-May’2011:**   |  |  | | --- | --- | | **Client** | Leica Geosystems AG, Switzerland, USE | | **Position** | Associate Consultant | | **Project** | Support Project for Personnel Time Management. | | **Responsibilities** | Post-Implementation Support for Personnel Time Management. |   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Previous Employer**  Mar’2008-Jan’2010  **Organization:** IICE Technologies  Limited, Delhi  **Position:** SAP HCM Trainer      **1. Organization:** Xansa (I) Ltd. (Steria)  **Duration:** Oct’2005 – Feb’2008  **Position:** Sr. Executive (HRSupport)  **Platform:** Financial Services (Pensions  & Increments)  **2. Organization:** Patni Computers  Systems (IGate Patni)  **Duration:** Dec’2003–Sep’2005  **Position:** Process Executive  **Platform:** US Health Insurance Process  Training Administration |  | **Client-** Corporates, Academies & Individuals  **Responsibilities-** Conducting Training Programs for young aspirants  in several Academic Batches, Corporates & Management Schools, tied up  with the Company**.**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **Domain/Functional/Non-IT Experience**  **Client-** Scottish Widows, Barclays etc.  **Responsibilities-** Manpower Planning, Recruitment & Selection, Training, Cost Saving Capability, Team Handling & Process Improvement, etc.  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Responsibilities**-   * Creating and Implementing Training Programs. * Maintaining Training Records (Trainee Lists, Schedules, Attendance Sheets) * Booking Classrooms and Ensuring they're properly set up. * Prepare and disseminate material (e.g. instructional notes, feedback forms). | | |