



Ghazala Saleem – SAP Consultant

Having 15 years of Experience in the field of SAP as a Manager role having Technical skills of SAP HCM, etc.



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Profile Summary

- Project Management; Management of Project Scope, Project Resources, Project Issues and Risks, Project Budget. Project Coordination with business stake holders. Involved in strategy formulation, execution, functional analysis, design, development, implementation, testing as a member of the management team to identify all risk and process issues prior to successful rollout
- Human Capital Module; Being a member of Functional Team involved in implementation of HCM modules; Personnel Administration, Time management, Payroll and Organizational Design and management.
- NLM-Plant Maintenance; involved in Implementation of full life cycle of Plant maintenance module including Corrective maintenance and Preventive maintenance. Carried out LSMW run for massive data of PTCL Network as a member of Functional Team
- Project Systems Module; Being a Team Lead of Project System module proficiently configured the SAP system for enhancement and improvements in Project system like, creation of new plants and storage Locations, reduction in Asset classes, development of uploader Programs(network, activities and material in bulk), development of "Project Auto Lock" functionality on close projects, development of different type of reports, LIC code management and migration in SAP system, UAM Management and control, removal of SAP-PS bugs and errors, functional support to SAP PS end user, and CRFs management.
- Investment Management Module: Implementation of IM module full life cycle, Quality testing, bug fixing, development and enhancements in Investment management, Go live of Investment management in PTCL



Education

- Masters of Information Technology from National university of Modern Languages Islamabad

Certificate

- SAP (HCM) Certified (SAP Germany)
- ITIL® Foundation Certificate in IT Service Management
- Franklin Covey-The 7 Habits of Highly Effective People
- Certified Train the Trainer- Digital Training Warrior by IDEAS international Dubai



Experience Summary

Duration: February 2006 - Till Date

Organization: Kenz Innovations PVT. LTD.

Client: PTCL-Pakistan Telecommunication Company limited

Project:

Role: Manager SAP (ESS)

- Gathered and compiled the business requirements for SAP System
- Maintained the project assets, inventory and records
- Managed the documentation for change management
- Ensured the compliance to the organization's administrative policies
- Liaison with functional module teams for maintenance of project data
- Conducted Extensive Workshops and training sessions for all modules to be implemented in PTCL.
- SAP Overview workshops
- End user trainings
- Managed the important events of the project
- Also remained involved in Technical evaluation of bids for the award of contract for ERP project.
- Data Collection, cleansing and verification for 65,000 employees of PTCL
- Part of Payroll Implementation team of PTCL. This team successfully implemented live transactions for PTCL payroll on SAP system. Also trained the PTCL 's payroll end users all over Pakistan to use SAP system.
- On job training of SAP system end users for following sub modules:
- Personnel Administration
- Time Management
- Organization Management
- Loans Management
- Payroll
- Coordinated and attended Users Acceptance Testing (UAT) sessions
- Quality check of end user's roles on SAP system
- Conducted end user training
- SAP Trainings to END USERS
- Carried out on job training, and class room trainings to extensive amount of PTCL end users of SAP system:
 1. SAP Human Capital Management module
 2. SAP NLM-PM
 3. SAP Project systems Module
 4. SAP Investment Management Module