

Ghazala Saleem

SAP Consultant



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Professional Experience & Certifications – Summary

- **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 (Trainer Dr.Sunil Gupta)**

Almost 13 years of experience in implementation and Post implementation of SAP in PTCL

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.

Work Experience

PTCL-Pakistan Telecommunication Company limited

Feb, 06 – To date **(13 years)**

Designation: **Manager SAP (ESS)**

Playing key role in Implementation of SAP in PTCL

Role: Coordinator for Project Management Office

Responsibilities:

- 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.

Role: Human Capital Management-Team Member

Responsibilities:

- 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.

Role: NLM – Plant Maintenance Team Member

Responsibilities:

- Mapping of Technical objects in the SAP system according to installed in different locations across PTCL
- Act as the liaison to the business process owners and development team
- Conducted data work shop
- Carried out massive legacy data migration activity using legacy system migration work bench (LSMW Run)
- QA testing of business processes
- Release Strategy management
- User authorization matrix management
- Formulated and implemented roll out plans and strategies for different business zones
- Post roll out support to business users
- Roll out Plan preparation and implementation in regions for NLM-PM Go-Live activities
- KEY player in successful roll out of PM in PTCL regions
- Preparation of End user training material and trainings imparted to end users

Role: Project System & IM module Team Lead

Responsibilities:

- Implementation of Investment Management Module
- Implementation of PIPS
- Configuration for enhancements and improvements for smooth functioning of the business operations
- SAP Project system end user trainings to hundreds of users across Pakistan
- Processed change request received from business users
- UAM management
- Post Go-Live Functional support to end user

Achievements:

As a team lead carried out successful implementation of complete project life cycle of SAP Investment Management module in Pakistan telecommunication company Ltd includes plans formulation and execution

As Rollout team lead carried out successful roll out of plant maintenance modules in different business regions in Pakistan telecommunication company Ltd includes plans formulation and execution.

Participated in getting Fleet Maintenance Module Go Live which includes Business Blue Print preparation, configuration, end to end QA testing, master data upload via LSMW, UAT, roll out and post Go Live support

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

Educational Qualifications

- **SAP certified**
- **ITIL® Foundation Certificate in IT Service Management**
- **Masters of Information Technology** from National university of Modern Languages Islamabad