

# Haisam Iqbal

## Senior Business Process Analyst

Cell: +966-50-087-9290 @: haisamiqbal1982@gmail.com

### Objective

*To secure a promising position that offers both a challenge and a good opportunity for growth, where I can apply my expertise and skills to support the development of the organization and human capital.*

### Competencies

SAP

SuccessFactors

Performance Management

C&B

Training

Power BI

Dashboards

## Experience

### Senior Business Process Analyst

National Petrochemical Industrial Company (NATPET) (May 2010 – Present)

### Project

#### SAP SuccessFactors Employee Central

- Developing scope for SuccessFactors Employee Central module, to enable smooth transition from SAP ECC to SuccessFactors.
- Data owner accountable for transfer of data, transferring twelve-year history from SAP ECC to SAP SuccessFactors, with special focus on the data reliability.
- Integral part of the testing team, required to test various implemented workflows and documenting its results.
- Designing the business process for various HR requests such as leaves and ticket encashment etc.
- Creation and modification of workflows.
- Document Generation like Introduction Letters, so the employees can generate various letters from the system without the need to contact HR.
- Creating Business Rules to support various workflows and document generation.
- Serving as liaison between the company and SAP Partners.
- Administrator of the Employee Central module, responsible for mass uploads and data changes.

Project  
SAP SuccessFactors  
PM/GM &  
Compensation

- Process owner for Performance Management ensuring the implementation of desired process considering the organizational needs, serving as a link between the HR and IT.
- Responsible for UAT (User Acceptance Test) for the deployed process.
- Administration of the PM/GM module in SuccessFactors, ensuring timely completion of all the phases. Keeping close follow-up with department heads in order to ensure smooth completion of the employee evaluation process.
- Managing competencies and behaviors and their link with the job codes.
- Modification of the Route Maps and Templates where deemed necessary.
- Administration of the Compensation module in SuccessFactors.
- Maintaining Salary Grade Mapping in Compensation Module.
- Designing Salary Review Worksheets, allocating bonus and merit & promotion budgets.
- Creating various Reports and Dashboards in the system.
- Maintaining Role Based Permissions for the whole organization.
- Training of management and other company staff on Performance and Goal Management on the system.
- Linking company objectives to Employee Performance ensuring the alignment of objectives and all employees work in one direction towards achieving company goals.

Project  
SAP Flexible PMS

- Designing the Performance Management Process.
- Responsible for UAT (User Acceptance Test) for the deployed process.
- Administrator for the Performance Management process.
- Providing end-user training to all staff.

Project  
SAP Pre-defined  
PMS

- Configuration of the pre-defined Performance Management Process.
- Maintaining organizational hierarchy according to the specific requirements of the process.
- Administrator for the Performance Management process.
- Providing end-user training to all staff.

Project  
SAP ESS/MSS and  
Travel  
Management

- Designing the process flow for Leaves, Ticket Encashment, Exit Reentries, Housing Allowance, Per Diem and Expense Reimbursement.
- Maintaining customized tables for different per diem rates as per the grade.
- Testing and approving the workflows before going live.
- Maintaining travel privileges for company employees.
- Process expenses using t-code TRIP.

## Other Key Responsibilities

- Monitoring of employee KPIs and assuring they align with the company strategy.
- Maintaining Organizational / Reporting structure in SAP for the whole company, in order to assure the correct flow of the business process.
- Processing employee Payroll in SAP including Overtime, Per Diems and Additional Payments.
- Generating reports in all SAP HCM submodules, to assure the latest data reaches the management in order to facilitate the decision-making process.
- Analysis of any policy changes and its financial impact on the organization visualized on dashboards.
- Conducting employee satisfaction surveys and analyzing the outcome for the management to take decisions accordingly.
- Developing and Reviewing HR Policies and Procedures, making sure they are at par with the current industry practice.

## Warehouse Specialist

National Petrochemical Industrial Company (NATPET) *(April 2008 – April 2010)*

## Responsibilities

- Inspection of all the material and creating their OSD protocols.
- Material description creation using spare parts in Spares Finder software.
- Material creation for all the material in SAP (MM module).
- Co-ordinate with different users to ensure accuracy of data collection, therefore the SAP master data is correct.
- Determine the stock levels to ensure optimum stockholding is maintained in line with the required service levels.
- Identify the causes of excess in stocks and initiate actions to prevent recurrence.
- Contribute in managing the MRP output to ensure Planned Orders are correctly processes and converted to relevant and accurate Purchase
- Follow up with Procurement department regarding the Purchase Requisitions to ensure effective process.
- Process the cycle count process broken down by category to ensure adjustment of discrepancies and coordinate with W/H specialists in this regard.
- Determine the impact on stock value and customer satisfaction in case of a policy change, new material introduction or supplier performance.
- Assist warehousing with the planning and execution of year-end stock take in conjunction with internal auditors and coordinate the reconciliation of discrepancies.
- Monitor demand forecasts to identify future needs based on previous consumption.
- Monitor the financial performance of a given area of activity versus budgets so that areas of unsatisfactory performance are identified and rectified promptly, and potential performance improvement opportunities are capitalized upon.

**SAP HCM Consultant**  
for SAP HCM Support Project

*Key Deliverables*

- Maintaining various payroll areas to process payroll for different company codes.
- Creating employee groups and subgroups to reflect the correct hierarchy of the organization.
- Maintaining different pay scale groups and pay scale levels in order to maintain the right grading structure of the organization.
- Direct and indirect valuation of wage types. Use of indirect valuation modules, to enable the system to recommend salaries based on the pay scale group and pay scale level.
- Knowledgeable in the customization of various schemas and evaluating their behavior.
- Comprehensive knowledge about the rules and their utilization in schemas and subschemas.
- Utilization of features for decision making and to default values.
- Permissibility of wage types to ensure they appear in the appropriate info types.
- Setting the cap for various wage types, so they do not exceed the limits set by the organization.
- Integration of HR with finance by linking various wage types to appropriate G/L accounts.
- Configuration of info type 45 (Loan) and its integration with FI.
- Setting up dynamic actions for tcode PA40 and modifying the actions in Personnel Administration.
- Employee Absence Quota configuration based on different employee groups and subgroups.
- Configuration of daily and period work schedules, which helps differentiate employees working in various shifts.
- Automatic and manual generation of quotas.
- Maintaining Holiday and Factory Calendars and utilizing Public Holiday Classes and Day Types to manage paid holidays.
- Customization of layouts for info type screens, to facilitate data entry for the HR staff.
- Maintaining organization reflecting the actual organization chart of the company in OM and its integration with PA, maintaining the correct relationships between various positions, organizational units and cost centers.
- Training end-users and providing them with intermittent support.

## Academics & Personal Info

### Qualification and Skills

- Certified in SuccessFactors Employee Central.
- Certified in SAP HCM Module.
- Certified in SAP FI & CO.
- Diploma in Financial and Management Accounting.
- Two-year College, Collin County College, Texas, USA.
- High School (Pre-Engineering), Jeddah, K.S.A.
- Good knowledge of SAP Material Management Module.
- Complete knowledge of Spares Finder software (Used for integration with SAP).
- Proficient with MS office.

### Personal Details

- DOB: 25th, October 1982.
- Nationality: Pakistani.
- Marital Status: Married.
- Languages: English, Arabic and Urdu.
- Iqama: Transferrable.