**Anoop Mannarath**

**Almarai Company**

**Corporate Office, Riyadh, KSA.**

**Mob - +966571292897**

**Email - anoopmannarath@gmail.com**

###### Objective

To take up challenging assignments where my knowledge, skill, and experience can be utilized to the full advantage Of the organization.

###### Professional Summary:

* 15+ years of total professional experience in various FMCG industries.
* Having 6+ years of professional experience in SAP SuccessFactors RCM & EC.
* Strong understanding of recruitment end-to-end process.
* Expertise in SAP SuccessFactors Recruitment management module – configuring Job requisition, candidate profile, Candidate Applications, offer Templates, Created statuses and status sets for talent pipeline, also handled end-to-end configuring actions within RCM modules.
* Strong knowledge of SuccessFactors Recruiting Management setup, configuration, and management: Status Set, Recruiting Roles, Job Requisition, JRDM, CPT, CDM XML templates Filter Fields, Field Types, Picklists, Features/Buttons, Candidate Profile, Candidate Application & Offer Details & Letter.
* Human Resource professional with experience managing and coordinating human resource functions while facilitating the planning and execution of policies and procedures. Skilled in various aspects of the human resource department, including talent recruitment, training and development, payroll administration, employee relations, benefits administration, and other HR functions.
* Strong problem-solving ability and excellent written and verbal communication skills.
* SAP HCM HR 050 (HR050 SAP Academy EMEA)
* SuccessFactors Recruitment Management Module Administration (HR831 SFX Accreditation)
* SuccessFactors Employee Central Administration (HR 811 SFX Accreditation)
* Currently working as SAP Support Analyst - HCM& Success factor in BSD TEAM in Almarai Company, Corporate Office, Riyadh, Saudi Arabia.
* Valid Saudi driving license.

###### Personal skill

* Administrative skills with Microsoft Office
* Data analysis and entry
* Keeping up-to-date and confidential personnel files
* Scheduling
* Applicant Tracking System & HRIS experience
* Recruitment includes applicant screening, hiring, and onboarding
* Employee Benefits
* Employment Law
* Reconciling invoices for monthly benefits and payroll
* Teamwork
* Human Resource Management
* Multitasking, prioritizing, and time management.

##### Professional Experience:

###### Experience#1 (Overseas)

Working as SAP Support Analyst- HCM& Success factor in Business support Dept Team in Almarai Company,

Corporate Office, Riyadh, Saudi Arabia.

Duration: August 2016 to till.

###### Responsibilities.

* Admin Tools / Create Forms / Launch Forms / Employee Profile / Portlets / Home Page.
* Assist in Production support tickets in Success Factors and SAP HCM
* Worked on granting permission to the recruitment staff. Worked on the tickets related to RCM and ONB functional & Technical queries Also have given training to the recruitment staff and educated them on upcoming changes in the Success factor.
* Worked on the Job Requisition Template, Candidate Profile Template, Candidate Application Template, and Offer Letter Template.
* Manage Recruiting Setting.
* Worked on Agency Set up.
* Creation of Job Requisitions and route maps.
* Creating Reports/Dashboards
* Proxy management
* Creating competencies reassigning job requisitions and maintaining agency access in the RCM module.
* Configuration Validation / Testing
* Provides day-to-day support for SAP SuccessFactors Learning Management System (LMS) Administrations tasks-system configuration, troubleshooting of system issues, testing, and coordinating with LMS Admins
* Manage Business Configuration / Configure Object Definitions / Manage Data
* Role Base Permission, Group creation, Role creation, granting roles
* Employee Profile creation and management
* Setting up Leave of Absence, Configured Time type, Time Account type, Time Profile, etc.
* Bulk upload of holiday and holiday calendars via Import and export data.
* Configuring picklist management, Email notification
* Worked on Position Management.
* Worked on custom Tile design &configuration
* Extensively uploading the Employee data files using import and export data and import employee Data
* Testing all the port let’s to understand the issues.

###### Experience#2 (Overseas)

Working as an SAP OM Support in HRIS Team in Almarai Company, Corporate Office, Riyadh, Saudi Arabia.

Duration: July 2013 to August 2016.

###### Responsibilities.

* Updating the OM Module by creating, identifying, and deleting positions/jobs in the organization unit as required.
* Documenting the records as per the SAP HCM system requirements.
* We are updating the records in the system periodically.
* Initiating transfer, swapping, new job creation, and promotion changes in the organization unit by utilizing the OM module in SAP HCM
* Uploading the manpower planning and budgeting details on an annual basis.
* Setting up the authorization and administering the implementation and maintenance of the Company’s organizational structure utilizing third-party Applications i.e., OrgPublisher.
* Preparing periodical requirements related to OM and submission to the concerned personnel.
* Preparing weekly, monthly, and annual BI reports.

###### Experience#3 (Overseas)

Working as a Payroll Officer in H.R., Payroll Department in Almarai Company, Corporate Office, Riyadh, Saudi Arabia.

Duration: August 2011 to July 2013.

###### Responsibilities

* Validating and processing all Leave applications thru ESS/MSS.
* Receive Reconcile, Update SAP System and analyze TRA Blue Forms with timesheet entry preparation and input of correcting salary entries into the system.
* Receiving and recording canceled TRA for monthly KPI Reports.
* Preparation and disbursement of off-cycle payrolls/expense claims as and when required.
* MONTH-END PAYROLL -Payments and Deductions, Visa Charge Deductions uploading during the month-end Payroll process.
* Share Traffic Fines uploading During Month end Payroll Process.
* Prepare new employees' payroll reports for KPI presentation.
* BANK LOAN-Prepare Employee Personal bank loan.
* Alrajhi Payroll Card Operation.
* Assisting the Group Payroll Team.

###### Experience # 5

Store Supervisor Keyenco Steels private LTD, Cochin.

Duration: 2003 October to 2005 November.

###### Responsibilities

* Maintaining the Requisition Book and Weekly stock checking and report the purchasing department.
* Entering all purchasing invoice bills and requisition slips.
* Handles all Air, Sea, and Road Shipments Operations & Documentation
* Will give clear tracking of all the shipments & send daily reports to management.
* Accurate Document follow-up with supplier for all EXW, FOB, CFR, and FCA shipments.
* Receiving the documents and letters by courier
* Enter the store day to day activities.
* Prepare weekly Reports for all purchasing and distributing items.

###### Academic Qualification

B B A : Indian School of Management Studies.

PREE-DEGREE : M.G. University, Al-Ameen College,

Edathala, Cochin

S.S.L.C : Public Exam in Govt. H.S. Kuttamassery

###### I T SKILLS

* SAP HCM& Success Factor.
* M S Office (Word, Excel, Access & PowerPoint)

###### Training Programmers Attended

* SAP HCM HR 050 (HR050 SAP Academy EMEA)
* Introduction to SuccessFactors Foundation Module.
* Effective Communication Training in Riyadh, KSA
* Problem Solving Skills Training in Riyadh, KSA
* Time Management Training in Riyadh, KSA
* Business Report Writing in Riyadh, KSA

###### Personal Details

Father’s Name : K.S. ABOO

Age & Date of Birth : 37, 09-09-1983

Religion : Islam

Nationality : Indian

Marital status : Married

Language Known : English, Malayalam, Arabic, Hindi

Home Address : Mannarath house, Thottumugham.p. o

Aluva -683105, Cochin, Kerala.

Telephone : 0091484-2630150.

###### Driving License

Saudi Driving license No : 2230736791

Indian Driving License No : EMP 15514103

###### Passport Details

Passport No : V6090630

Country code : IND

Date of Expiry : 10.04.2031

###### Hobbies

Reading Books, Driving, and Playing Foot Ball.

(Additional reference will be provided on request)

Anoop Mannarath.