

B VEERASEKHAR

SAP HCM – INFOSYS BPM LTD, BANGALORE, Karnataka

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SAP functional consultant with 5+ years of corporate experience working for Indian organizations within the HR department.

Work Experience

SAP Functional Consultant

INFOSYS BPM LTD – BANGALORE, Karnataka

Personnel Administration (PA) :-

- Configured Enterprise Structure(personal area, personal subarea, company code) personal structure(employee group, employee sub group)
- Configured number range intervals for personnel numbers and maintained feature NUMKR for default personnel numbers.
- Configured and maintained HR Master Data (PA30 & PA40).
- Configured features such as NUMKR, PINCH & IGMOD.
- Configured reason for personal action
- Involved in creation of Info groups and info type menus
- Creation of various action (Hiring, Transfer, Separation)
- Configured forms of address, maintain titles, Create religious denomination, Create marital status

Organizational Management (OM) :-

- Organization Structure (Organization unit, Job, Position, Person, Task)
- Reporting Structure
- Simple Maintenance
- Maintained number ranges for Organizational units
- Assigning Relationships between different objects like Organization Units to Organization Units, Job to Position, Position to person.
- Created Organization Structure using Expert Mode, Simple Maintenance and Organization and staffing method
- Created plan versions

Time Management (TM) :-

- Created Holiday Calendar, Created Work Schedules, Work Schedule Rules, Daily Work Schedules & Break Schedule, Period Work Schedule (PWS) .Set work schedule rule & generate work schedule manually as per the client requirement. Also, configured Attendance, Absence as per client requirement.
- Created various Absences, define quota, counting rules, accrual entitlements, rounding, generation & deduction rules.
- Involved in Public Holiday calendars. Defined Break schedules, Daily work schedules, Period work schedules, Work schedule rules. Generated monthly work schedule.
- Involved in customizing of Absences & Attendances
- Configured Counting rule and Deduction rule as per the client requirement
- Generated Time evaluation using program RPTQTA00.

Payroll :-

- Configured Pay Scale Structure - Pay Scale Type, Pay Area, Pay Group, Pay Scale Level, Pay Scale Ranges. Assigned Pay Scale Structure to Enterprise Structure - PA and PSA.
- Maintained Processing classes, Cumulating classes, Evaluation classes for custom wage types as per the business requirements.
- Configured Payroll area, Date Modifier, Period Parameter, Payroll Period & Control record.
- Configured various Customers specific Wage Types by Coping Model Wage types, under Basic Pay – 0008.

SAP End User

INFOSYS BPM LTD – BANGALORE, Karnataka

- Maintaining the HR Master data by using the transactions PA20, PA30, PA40
- Maintain required info types 0000,0001, 0002,0006,0008,0019,0105,0034,etc.
- Updating new hire salary details in info type 0008
- New hire for Contract & regular employees in PA30
- Updating new joiners personal, education & experience details
- Coordinating with Recruiters and induction anchors regarding clarifications
- Post validation of employee's salary, personal, education and experience
- Contract employee extensions
- Purchase order map to sub con in SAP
- Employee leaving event update in SAP
- Updating invoice in vendor invoice management tool.
- Raise the GRN for recruitment invoices
- Apply employee leave's from back end in ZPT3 & ZPTH3 Tcodes
- Maintain Employees leave trackers by using T code zpt_lv_bet_dates
- Elimination of duplicates entries on SAP related to education, experience whenever there is AHD from Employee.

- Sending pay advice reports to pay roll team for new joiners to run the payroll.
- Handling tickets related to PA
- Preparing reconciliation reports, monthly reports, weekly reports, BEF reports, leave mismatch reports and Leave availed report, New joiners report, pay advice reports.
- Employee documents uploading in employee docket tool

Spandana Spoorthy Financial Ltd – Kurnool, AP

Zonal HR Executive

April 2014 to August 2015

- Generating offer & appointment letter, transfer, appraisal, increment letters
- Managing the entire on boarding process, joining formalities, explaining policies of the company.
- Exit formalities, leave and attendance management
- Maintaining employee records and document management, verifying the same time to time ensuring no gaps
- Scheduling Interview for candidates
- Preparing relieving letter, no due forms and experience letter

Rajarajeshwari Buildcon Pvt Ltd - BANGALORE, Karnataka

Junior Accountant

March 2013 to October 2013

- Preparation and maintenance of books of account and vouchers for all transactions.
- Entering Petty cash payment vouchers.
- Handled the complete accounting cycle, including opening, posting entries and closing of accounts and preparation of various accounting reports
- Verifying and checking of vendor Bills
- Receipts - Bill to Bill settlement of receipts against sales invoice & debit note / credit note.
- Bank Reconciliation statement (BRS)
- Maintain petty cash
- Entering receipts and payment related vouchers
- Making invoices, bills, reports and data entry using Word Excel
- Maintaining registers, files etc
- Manage and keep track of office expenses - bills / invoices / payments

Education

M.B.A in CSIRD Institute of Management Affiliated
Sri Krishna Devaraya University

B.Com in Commerce

The Adoni Art and Science College – Adoni, AP

ADDITIONAL INFORMATION

- ERP Packages: SAP, ECC 6.0
- Microsoft tools: MS Office - Word, Excel, Power Point
- Accounting packages – Tally Erp 7.2

Special Achievements

- Received a SPOT awards.

Declaration

I hereby solemnly declare that all the above furnished details are true to the best of my Knowledge and belief.

Place: Bangalore

Date :

Signature

[Veerasekhar B]