

## Rajeev Arora

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Rajeev has 19 Years of IT/ERP experience in all phases of analysis, design, development, implementation and maintenance of Information Systems using different ERP applications (**PeopleSoft, SAP-Success-factor, Workday, Taleo, and Oracle-Cloud** etc.). I have been involved in full life cycle of projects while implementing, upgrading, training and providing production support of HRMS/HCM (Core HR, Workforce Administration), Self Service, Benefits, Time & Labor, Compensation, Global Payroll and Absence Management for various clients in Health Care, Federal/Government, Banking, Higher-Education and public sector.

Rajeev has extensive knowledge in HCM processes, requirements definition, conducting Fit-Gap sessions, build and configuration, data mapping for conversion, report development, testing, training, production support, year-end processing and troubleshooting. Also experienced in conducting quality review of project documentation.

Rajeev is Subject Matter Expert in ERP Related application such as Administer Workforce/Core HR, Position Management, Time and Labor, Absence Management, Global Payroll, Compensation, Base Benefits, Benefits Administration, e-Benefits, e-Compensation, Profile Manager, and e-Performance, Campus Solution, eProcurement, Taleo, Inventory, Purchasing, Travel & Expense and their integration with other systems and applications.

Experience in business process remodeling with solid organizational and time management skills. Rajeev is a motivated team player and has very good communication and interpersonal skills. He has excellent verbal and written communication with strong team building skills.

Rajeev has extensive experience of Consulting and implementation project, believe in customer-first, and have passion for customer service in best manner.

Rajeev demonstrated different role in different point of time during project implementation e.g. Architect, Analyst, Project Manager, People Manager, Subject Matter Expert, Functional Consultant, Developer etc.

No travel restrictions. Currently on H1B

### **Professional Summary:**

- 19 years of IT experience in Consulting, information systems analysis, client delivery, business process redesign, support and development.
- 15 years of technical and functional specialization in implementation, support of HR systems using **Core HR, Self Service, Benefits, Time & Labor, Global Payroll, Absence Management, Compensation, Performance, Campus Solution, Position Management, Learning Management and Pension Administrator** applications
- Led team of functional resources for many projects including **Miami Children Hospital, Moody's Financials, University of Montreal, Government of Ontario, Income Tax Department, Indira Gandhi Open University, Development Bank of Singapore, Credit Suisse Bank, HSBC, Via-Com, Cox, Brinker.**
- An experienced HR and Payroll Business Analyst with team lead experience managing projects with resources spread across geographic locations, working with Offshore development teams to ensure quality deliverables, helping them on the functional requirements
- Performed fit/gap analysis and change management functions used in the maintenance of current systems and transition to new systems

- Lead and facilitate the business processes improvement change. Provide business expertise and input to the design, improvement and overall solution architecture of the Time & Labor, Absence Management and Payroll systems.
- Closely work as SME with business users to understand their current processes and pain area and their expectations from system. Analyzed their business needs and current processes. Suggest them best HR practice across industry and closely working with them from start to end of project cycle so that the Goal, objective of the project can be fulfilled and optimum and robust solution can be provided at the end of the project as result.
- Worked with technical resources to develop, design and test the solution for customizations, interfaces, workflow and reports.
- Analyzed Human Resources/ Time & Labor/ Payroll/Benefits/ Time/Absence/Pension Administration/Capture business processes; work with business owners to achieve consensus for business process changes, and facilitate transition to best practices as supported by product.
- Lead in writing functional specifications and technical requirements.
- Developed and implemented plans to assist in legacy system data clean up and data mapping.
- Used Oracle's Implementation Methodology for implementing Oracle Cloud solutions.
- Experienced implementing HCM SaaS applications.
- Conducted Conference room pilot sessions and suggest/advise business users about pros and cons of implementing the Oracle Cloud solution and demonstrate the configuration of the cloud solution.
- Worked closely with cross functional team to track issues, defects, impact of changes of one application/module to other application/module in defect triage call. And make sure all such issue/incidents are logged into defect tracker.
- Review and map Oracle Cloud business processes
- Assisted in projects including strategy, optimization, business processes, implementation support , security, and data integrity for the applications
- Review and understand client's business processes and advise business users on best practices, application and services available within the Oracle Cloud application
- Worked with Business stakeholders to understand their needs and offer solutions and design
- Worked in all phases of project (Planning, Design, Configuration, Development and Build, testing, production cutover, and training, Go-live and post go-live support).
- Support Design of Data Migration activities from Legacy systems to Cloud
- Support Design and Testing of Integrations from HCM Cloud to Third Party Vendors
- Be proficient Site Branding, use of Oracle Design Studio and Oracle Personalization's.
- Collaborate with Technical Leads and offshore Recruitment Cloud generalists in delivering the Project
- Identify strategies, risks, and options, and then recommend approaches that sidestep problems and help clients and functions meet their needs
- Experienced in HCM Data Loader (HDL), Fast Formulas, HCM Extracts, BI Publisher
- Experienced in Oracle's Implementation Methodology and use it on all engagements
- Work with different stakeholders to facilitate the improvement/implementing best practices of business processes to align with technology needs.
- Create and present reports to provide system information to HR/Business and other stakeholders. Experienced in Oracle Cloud reporting tools experience (e.g. OTBI), HCM Data Loader and/or HCM Data Extracts
- Participated in collaborating on training development and delivery
- Proactively collaborating with communications team to ensure Cloud based solution and their updates are organized, and delivered smoothly.
- Used customer insights to identify best practices to drive Cloud application functionality innovation
- Good understanding of Reporting and Analytics
- Worked with Business users, HR managers, IT, and project teams to implement and maintain Cloud based Solutions.

- Created test scripts, performing end to end testing development and supporting implementation/execution for system enhancements and reports
- Good understanding of Oracle HCM Cloud functionalities (Core HR, Compensation, Recruiting/Onboarding, Benefits, Absence, Time & Labor, Payroll, Learning, Talent Management (Performance Management, Goal Management, Succession Planning, Talent Profile, Talent Review).
- Experienced with integration tools like Oracle Integration Cloud (OIC).
- Provide clean and clear communication to inform team members and customers about deliverables, Project activities, project statuses, and/or next actions/tasks
- Worked as mentors and reviews work for junior team members.
- Worked and Assisted in Data migration related activities/tasks.
- Worked on couple of projects as Data Conversion lead where my primary job was to export data from legacy system and then apply crosswalk to be accepted by new system and create and validate test scripts on data. Technical proficiency with SQL and PS/Query for reviewing data, troubleshooting and testing/validating source system data. Advanced knowledge of automated systems testing procedures, data conversion analyses, transaction processing and troubleshooting application.
- Managed integration team to send and receive files across system/applications.
- When worked as Project Manager, Responsible for deliverables, KPIs, operational excellence and managing the entire project related activities.
- When worked as a Business Analyst, I worked with cross-functional teams to provide optimum and efficient solution which is accepted by other team as they are being involved from start to end process during the life cycle. Worked on design, testing on new and existing application. Work with HR team to provide innovative, best practices, user friendly, and better user experience.
- Configures Workday, Shift, Schedule, Time Reporting code, rules, work center
- Rich experience in Fit/Gap Analysis, Conversion Analysis, Requirements gathering, design, development, Configuration, Customization, testing, User interactions, Integration with 3rd party systems and post implementation support along with implementation and upgrade.
- Defined user roles, responsibilities and security.
- Configured Take elements and calculation rules for Vacation, Sick, Paid Time Off, Extended Leaves, Bereavement, Jury Duty, Office Closed etc.
- Configured absence accrual and leave request processing functionality, including a rules engine to compute the most complex accrual, consumption, payout and carryover logic.
- Setups of Extended Leave Templates and configuration of extended leave calculation rules for client's FMLA, Maternity, Worker's Compensation and Infant Care leave types.
- Configured request approval functionality, including multilevel approvals and alternate approvers using Employee Self Service, Manager Self Service and Approval Workflow Engine.
- Utilized the attachments setup functionality and integrated the attachments definitions with FMLA templates to reduce the risk of compliance.
- Automated Leave Donation, Leave Receipt, and Leave Return administration processes.
- Created custom Workgroups, Schedules, template-built Rules and Rules Programs.
- Configured rules for Overtime, California Overtime, Additional Straight time, Holiday for FT and PT, Comp time and Meals.
- Created custom exceptions for hours over or below scheduled hours, meal break, and overtime in Time and Labor.
- Created business process documentation and write configuration and system data documentation.
- Designed test plans and approach to validate complex Time and Labor, Absence Management business rules.
- Conducted system functionality testing, document and work to resolve Time & Labor functional gaps identified during Time & Labor fit/gap sessions.
- Provide solution in timely and secured way.
- Troubleshoot and resolve business process and system issues.

- Integration of AM to Time and Labor to enable the processing of time information and to generate payable time data that is subsequently loaded into Payroll for North America and third party payroll interface.
- Good Leadership skills demonstrated during my role and responsibilities
- Excellent cross-cultural communications skills with experiences working from the North American clients to European clients
- Worked on solution which can be and scalable in future if needed.
- Excellent team spirit, analytical, logical and problem-solving skills.
- Flexible approach towards work, keen eye for detail and follow systematic working methodologies.
- Time efficient and keen to learn with high commitment.
- Suggest Best practice of HR users for continuous improvement across all HCM related modules.
- Lead in cross lead team meeting e.g. Infrastructure, all vendors etc. to bring all cross team issue/dependencies and resolve them quickly. Lead in deployment of the new designed system and conducted training session for business and end-users and user-training documents have been shared.

### **Certification**

- Completed Scrum Master, Advance Certified Scrum Master, Certified Scrum Professional and PMP classroom training and certified.
- Oracle Cloud Oracle Global Human Resources Cloud 2018 Certified Implementation Specialist
- Oracle University certification for completing the training of App Designer 8.1 to 8.4 Delta.
- Oracle University certification for completing the training of HRMS 8.01 to 8.9 Delta.
- Oracle OPN Certification on "PeopleSoft Enterprise 9.0 Support Champion Assessment"
- Oracle OPN Certification on HCM 9.0 Pre Sales Champion Assessment
- Oracle OPN Certification on PeopleSoft Developer- Implementation Champion Exam

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| ERP kills | <p>Core HR, Workforce Administration, Position Management, Time and Labor, Absence Management, e-Compensation, e-Performance, Profile Manager, Campus Solution, Pension Administration, Union, Base Benefit, Benefit Admin, Global Payroll, Payroll Interface, workflow, ESS, MSS</p> <p>Application Designer, People Code, Application Engine, SQR, PS Query, XMLP, File layout, Component Interface, workflow, SQL, Data Mover script</p> <p>Reporting, Data Conversion and analytics, Integration tools, OTBI and BI Reports, Eligibility Profiles, derived factor, fast formula</p> <p>STAT, PHIRE, Service-Now, MQC, MS Project, SharePoint, PL/SQL Developer, Developer 2000</p> <p>Waterfall, Agile, Iterative, RAD, JAD, Visio</p> <p>Analysis and Designing, OOPS, Windows, UNIX, Linux, Solaris<br/>Oracle, SQL Server, DB2, Java, C++</p> |
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