

Contact No. : **9650249967, 7982721783**  
E-Mail: [coolguy9965@gmail.com](mailto:coolguy9965@gmail.com), [shalabhgoglani@gmail.com](mailto:shalabhgoglani@gmail.com)  
Address: Cherry County, Greater Noida (West).

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### **Career Objective**

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I intend to perform in full potential utilizing the knowledge gained out of the Training attended at Siemens Information Systems and Solutions Limited (aka ATOS), Delhi for SAP ERP HCM 6.0, as well as skills gained in around 8 yrs.' Domain Experience in HR (Human Capital Management) for IT Recruitment, by serving an organization, which will provide me such an environment to work for the desired skills and maintain the generation through it.

### **SNAPSHOT**

- ❖ Worked as **end user for SAP** during the summer- internship in NBC Bearings, Jaipur.
  - ❖ Worked as **end user for PeopleSoft database** while working with OSC, Gurgaon.
  - ❖ **7 Years' experience into the Domain of HR**, worked with various organizations like "**HCL Comnet (Noida)**", "**ATSServices (New Delhi)**", "**E-Business ware (Gurgaon)**", "**OSC Export Services (Gurgaon)**", "**Outworx Solutions (Noida)**" and etc.
  - ❖ **Full Time MBA (PGDBM)** from Centre for Management Development, [C.M.D., Modinagar, (2003-2005).]
  - ❖ Bachelor of Science in Agriculture (4-Years Degree course) from **Banaras Hindu University (BHU-One of the top most University in Asia)**.(1999-2003)
  - ❖ CERTIFIED SAP HCM ASSOCIATE from SAP AG, GERMANY (GLOBALLY ACCEPTED CERTIFICATION). Participant ID-8876794, (DOC-24-Nov-2011 from ATOS Siemens south Delhi.)
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### **ERP (SAP HCM ECC 6.0) Knowledge**

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- Conceptual understanding in configuration, transaction and reporting with the modules PA (Personnel Administration), OM (Organizational Management), Recruitment, Time Management, Payroll Management, Training and Event Management.
  - Basic knowledge of new requirements Documents, Business Blueprints, Business Scenario's, Configuration Docs, Provide the Core User Training, End User Manuals and documenting functional specifications for all new configuration/development initiatives in SAP R/3 HR module.
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### **Strengths**

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- Good problem solving and analytical skills supported with good interpersonal, communication and leadership skills.
- Good Knowledge of all the sub- modules of SAP HR.
- Learning consistently.
- Good customer handling skills
- Meeting new people and try to learn their positives.

## **Professional Experience**

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### **I. Profuse HR Consultancy (Noida).**

((Reason for Leaving “Profuse HR” – Growth Reason, [[As I was not able to perform for the Non-IT recruitment closers in Profuse HR and they were trying to get IT Clients.]]))

(Nov 2017-Dec.2017)

Designation: Human Resource Recruiter (IT and Non-IT Recruitment)

Responsibilities:

1. Handling IT-Recruitment of clients, like Amazon (3rd Party), Tech Mahindra, and T.C.S, “without client’s coordination and working with 15 recruiters”.
2. Developing Employee relations.
3. Working on Non-IT recruitments for the skills like Security Infrastructure, Branch Manager (Banking), Deputy Branch Manager (Banking) etc.

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### **II. Agri Career Connaught Place, Delhi.**

((Reason for Leaving “Agri Career” – Growth Reason,[[As I was not able for the recruitment closers in Agri-field.]]))

(Nov-2016 – Apr-2017)

Designation: Assistant Manager – HR (Agriculture Recruitment)

Responsibilities:

1. Handled entire Agriculture-Recruitments of clients, for Non-IT Recruitments and some-times IT Recruitment also.
2. Developing Employee relations.
3. I was also taking care of Office Administration.

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### **III. Neer Info Solutions (Noida).**

((Reason for Leaving “Neer Info Solutions” – Organization’s bad Reason, [[1. As they did not took me immediately (i.e. right time after my accident, and 2. They did not gave me my salaries also till June 2014).]]))

(Feb 2013-Jun 2014)

((March-accident and joined back in November2013 till June 2014 ))

Designation: Team Leader (IT Recruitments)

Responsibilities:

1. Handled entire IT-Recruitments of clients, like C.T.S., Deloitte, and Nucleus Software, Noida, “by client coordination and leading a team of around 4 recruiters”.
2. Developed Employee relations.
3. I was also taking client co-ordination for IT-skills requirement by the clients which need to be taken care by 4 IT Recruiter (as well as by myself) also i.e. for the skills like Java, .Net, PHP, Magento, Code igniter, Drupal, SAP-SD, SAP-HCM, SAP-CRM, Windows Server-Side, Linux Server-Side, Unix-Server-Side etc.

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### **IV. B-Cube (BPO) (Noida).**

((Reason for Leaving “B-Cube” – Growth Reason, [[As I got better opportunity with good package.]]))

(June 2012-Feb2013)

Designation: Customer Service Associate

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**V. Outworks Solutions, Noida**

**((Reason for Leaving “Outworks Solutions” – Family Reason, [[Elder Brother told to leave the job and come Vns to take care of my (pregnent) wife as our Mom, Dad are old to help, so that we can start my own consultancy for IT Recruitment.]]))**

(Sept 2010-June2011)

Designation: Assistant Manager-HR

Responsibilities:

1. Handled entire IT-Recruitments of India by leading a team of around 12 recruiters. I was taking care of the recruiters for IT skills like Java, .Net, PHP, Magento, Laravel, Drupal and even Non-IT candidates required in the organization.
2. Prepare Time Sheets and Salary Processing sheets, for further preparation of Pay slips.
3. Take care of General Administration of India Office in Noida, including Discipline and Housekeeping.
4. Assist in Employee relations by arranging the various cultural and official activities in the office premises.

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**VI. OSC Export Services (a Subsidiary of Clifford Chance), Gurgaon. Apr 2009 – Till July 2010.**

**((Reason for Leaving “OSC Export Services” – Growth Reason, [[As I got better opportunity with good package.]]))**

Designation: Senior -Executive HCM.

Responsibilities:

1. Handled entire IT-Recruitments of India by taking care of organization’s goal and targets.
2. Also ***worked as end user for PeopleSoft ERP for 5 months.***
3. I was taking care of the recruitment for IT skills like Java, .Net, PHP, Code-igniter of candidates required in the organization.

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**VII. Organization: “E Business Ware Inc.”, Gurgaon. – Dec 2007 – Dec 2008.**

**((Reason for Leaving “E Business Ware Inc.” – Growth Reason, [[As I got better opportunity with good package.]]))**

Designation: Sr. Executive- IT-Recruitments.

1. I was taking care of IT requirement i.e. for the skills like Java, .Net, PHP, Magento, Code-igniter, Drupal, Windows Server-Side, Linux Server-Side, Unix- Server-Side etc.

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**VIII. Organization: “ATS Services Pvt Ltd.” (New Delhi) - Jan07-Dec-07.**

**((Reason for Leaving ATS Services – Growth Reason, [[As I got better opportunity with good package.]]))**

Designation: Senior Analyst – IT.

1. I was taking care of IT requirement i.e. for the skills like Java, .Net, PHP, Unix- Server-Side for the client Tech Mahindra etc.
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**IX. Organization: “HCL Comnet” (Noida). - .Jan 06-Dec06.**

**((Reason for Leaving HCL – Family Reason, [[Elder Brother told to go with Mom, Dad for viewing and visiting Jaipur as I have done my MBA-internship from there.]]))**

Designation: Executive - Talent Search.

1. I was taking care of IT requirement for the organization i.e. for the skills like Java, .Net, PHP, Magento etc.

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**Computer Knowledge**

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- **SAP Usage** knowledge for HR and HCM.
- **STG Certified** – Computer-Z course from STG.  
I am proficient in working with all applications of **Internet, Microsoft Office and Windows.**
- Completed Training in C++ and Linux from **BIG LEAP ACADEMY.**  
Languages known: “C”, “C++” along with Linux Platform.
- Some knowledge of **UNIX, HTML and VB Scripts** also.

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**Education / Certification**

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M.B.A. : C.M.D, Modinagar ( Full Time of 2 years). [{2003-2005}]

B.Sc.(Agriculture) : Indian Institute of Agricultural Sciences, B.H.U.[{1999-2003}]

SAP-HCM Certified: ATOS Siemens, South Delhi. [{Oct, 2011-Nov, 2011}]

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**Guitar / Certification**

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Guitar Certified from Mr. Mahesh Soren [{2001}] (Who is currently working in Radio Mirchi, Noida now).

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**Technical Expertise**

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**Application:** MS-Office, SQL 7.0, Java, C++, Adv. Java, XML, VB.net, ASP. Net, E- Commerce, J2ME, COM

**Operating Systems:** Windows (2000, XP), VB, Oracle, SAP-HCM.

**Installation of software's:** Windows 2000, Windows XP, and all types of application software & programming packages.

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**Personnal Details**

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<b>Father's Name:</b>	Mr. A.K.Gogiani
<b>Address:</b>	C-1, 1904, Cherry County Greater Noida (West) - 201306.
<b>E- Mail id:</b>	<a href="mailto:shalabhgogiani@gmail.com">shalabhgogiani@gmail.com</a> <a href="mailto:coolguy9965@gmail.com">coolguy9965@gmail.com</a>
<b>Contact No.:</b>	9650249967, 7982721783

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**Summer Internship**

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At **NBC Bearings**, Jaipur (8 weeks duration):

Project Name – “Steps taken in the field of Human Resource Management” (A route to define how to achieve IMC Ramkrishna Bajaj National Quality Award for the year 2004. This award is being given to the organization following the best practices in HR and providing significant production keeping the environment and ecology in view.).

Role & responsibility – My role was to analyze and prepare the report of entire HR steps being taken in

the path of best practices so as to provide significant production of Bearings at National and International Level. I was also a part of interaction with other departments through the **ERP Process (SAP)** and maintaining the “5s” (The 5 'S' Process: Seiri, Seiton, Seiso, Seiketsu, Shitsuke).

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### ● **Extra Curricular Activities and Achievements**

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- *Active participation in cultural activities during MBA and Graduation.*
- *Short term Project done on Competency Skill Matrix for NBC Bearings at the manufacturing plant of Jaipur.*
- ***Worked as end user for SAP for 2 months during the internship in NBC Bearings, Jaipur.***
- *Active participation in **music competitions** during MBA and Graduation and after coming to Delhi since 2005 maintained my singing along with guitar and made it available in YouTube also by my name.*
- *Attended **N.S.S camps** organized at Varanasi during Graduation.*
- *Certification in various fields such as food preservation, Milk Packaging and Lac Production etc.*