**Himanshu Bhardwaj**

Pocket - 6, H.No 173-174 (3rd floor) Sector – 24, Rohini, New Delhi - 110085

**E**: h.bhardwaj84@gmail.com **M**: +919953002281

**Objective**

*A challenging career in a professional environment which provides exposure to hone my skills further within Global Payroll Implementation and HR functions preferably Payroll & Compensation and Benefits and utilize acquired skills & knowledge to deliver best-in-class results*.

**Executive Synopsis**

* Young dynamic professional with more than 8 years of experience spanning Global Payroll Implementations, Employee Benefits Administration and Payroll Processing.
* Experience of mentoring team and contributing to projects individually and through others.
* Sound knowledge of implementing payrolls for global clients.
* Good Project management skills and well versed in interfacing directly with clients & vendors and capturing requirements, analyse issues, solution designing, finalizing scope documents, coordinating for smooth progress and assuring on time quality deliverables.

**Education**

* **B.B.A with Specialization in Marketing, Maharaja Surajmal Institute** (Indra Prastha University) Delhi, 2006, 68%.
* **CBSE,** New Delhi, 2003, Intermediate
* **CBSE,** New Delhi, 2000, Matriculation

**Computer Skills**

* One year diploma in Computer Applications and Programming.
* **MS Office –** MS Word, Excel and PowerPoint
* **PeopleSoft** – End user experience of close to 5.5 years on version 8.9 & 9.1
* **IIPAY (v02.14.00) or Global Payroll Management System**
* Working Knowledge of **Lotus Notes, Mainframe, Encapture, AQT, e-Time, EV4 and Document Express**.

**Achievements**

* Implemented around **30 payrolls** in a span of one year which includes Australian, Chinese and Indian payrolls with 100% Audit results per SSAE16 standards.
* Ensured smooth transition of HR service tasks from Ameriprise Minneapolis office.
* Extra miler award in March’2011 with Ameriprise for successfully leading and completing the Encapture Project.
* Extra miler award in April’2012 with Ameriprise for successfully completing the Compliance Audit for Leave Accruals.
* Extra miler award in September’2012 with Ameriprise for successfully handing the Advisor Indicative process monthly and daily and reducing the errors to almost zero.
* Champion’s award in August’2007 with Hewitt for successfully processing the manual checks for 150 employees in a single day.
* Promoted as a Business Analyst with Hewitt Associates.
* Team of the Cluster Award in November’ 2007 for handling/mentoring the entire OCP team for 3 months without the Operations Manager and ensuring SLA is met with 100% accuracy.
* Star of the month award in August’2006 with IBM Daksh for best performance, lowest AHT and quality.

**PROFESSIONAL EXPERIENCE**

1. **SafeGuard World Payroll Service Pvt. Ltd. (Implementation Specialist)**

***Currently working as an Implementation Specialist (Global Payroll) from May 2013 till Present.***

* Working as an Implementation Specialist and implementing client’s payroll (end to end) for different locations across globe.
* Performing Workday testing with the clients to ensure the data is flown smoothly and working with the Workday integration team on getting the defects/errors resolved.
* Maintaining trackers for the different Implementation Consultants to record their occupancy on different projects/payrolls being handled by them. This tracker is then being used the higher management to allocate new projects/payrolls to the ICs.
* Responsible for handling the entire project with multiple Implementation Consultants working on different countries.
* Ensuring that all the project tasks are being completed by the ICs within the stipulated timeframe as discussed and agreed with the client.
* Responsible of providing regular updates to the Project Managers on the project so as to help them in updating the project database which is further reviewed with the client.
* Performing discovery sessions with the client to understand their current payroll processes. Capturing their requirements for implementation and providing them with a solution design for their future payroll processes.
* Preparing the Future State Payroll Processing Schedules for client’s payroll.
* Working closely with the Project Managers to decide upon the project plan timelines.
* Liaising with the payroll vendors and working with them closely during the implementation phase and ensuring a smooth completion of the process.
* Helping clients in getting their setup completed like business registration with the local authorities, employee registration etc. with the help of our vendors available in that particular country.
* Doing Solution Designing for the client's payroll implementation and Documenting it for their as well as Operation team's usage in near future.
* Mentoring the team of Implementation Analysts and coaching them on the system build process.
* Once the implementation is completed, preparing the hand over documents for the operations team for the future payroll processing.
* Working closely with the Supply Chain Mgt. team for addressing any issues related to payroll vendors.

1. **Ameriprise Financial Inc**.

***Worked as a Sr. Payroll Associate - US HR Services (Payroll and Benefits Administration), September 2009 to April 2013***

* Perform data audit on PeopleSoft and eliminate data discrepancies.
* Processing payroll Queries: On-cycle check , Off-cycle processing, Payline entries, Overpayment calculations, Separation, U.S taxes and Deductions, Health Care & Benefits, 401k loan.
* On-Payroll Process: Creating Pay sheet, Pay Calculation to Pay Confirmation.
* Handling Work Force Administration processes like, New Hires, Promotions/Demotions, Transfers, Terminations, Leaves, Personal Data Changes, Direct Deposit, Tax Changes to name a few.
* Handling the Payroll for the Ameriprise Advisors (field employees) as well.
* Maintenance of the advisor data in Mainframe and PeopleSoft and ensuring both the systems and in sync.
* Designed Operating Procedures for all the core deliverables.
* Quality reviewing and documenting the process improvement and updating the same to the team members.
* Solving Errors in on cycle processing for Bi-weekly Employees.
* Maintaining Training schedules and conducting training for New Hires.
* Working and handling leave of absence queries and policies for employees across Ameriprise.
* Handling benefits for US employees those who are on leave, creating direct bill through vendors (ADP, MetLife, UHG etc.).
* Actively involved in system testing for Open enrolment.
* Actively involved in system testing for PeopleSoft Up gradation from 8.9 to 9.1 versions.

1. **Hewitt Associates**

***Worked as a Business Analyst, March 2007 to August 2009***

* Handling the different domains for the client (Baylor Health Care in US - Woodlands) Payroll, Organization Structure, Compensation and Workforce Administration.
* Doing Regression testing for the different tools and systems used by the business analysts.
* Identifying system defect leading to participant issues and working with technology team to get them resolved.
* Performing SOX and SAS 70 audits along with the 3rd party auditor (Deloitte) for the client on Payroll, Organizational Structure and Compensation domains.
* Creating SOPs for almost all the different processes handled by OCP and Analysts.
* Preparing and maintaining dashboard reports for the clients on regular basis.
* Taking training sessions for all the new hires in the team and also cross-functional basis.

1. **IBM Daksh**

***Worked as a Specialist Technical Support Executive. July 2006 to December 2006***

* Handling inbound calls for the client NTL (ISP provider in UK) later acquired by Virgin Media.
* Providing technical support to the customers and resolving the Internet related issues being faced by them.

**PROJECTS WORKED UPON**

**PeopleSoft Up-Gradation Project**

* **Attended and Represented** the US HR Services India Team for this project.
* **Identified, suggested, tested and implemented** new enhancements for the Payroll and Benefits Team.
* **Involved in the production check out** and had worked with PS Analyst team and TCS at various stages of the project to ensure **seamless transition** to the new version.
* **Trained** other team members on the existing and new features of version 9.1

**Encapture Project**

* This project was proposed by me after seeing issues where in the source documents were kept in physical state and quite a bit of them got misplaced or were not stored properly. This was a serious issue in terms of SAS 70 audit.
* Took lead on this project.
* This was an initiative to move the source documents to an **online imaging tool and involved movement of 10,000 documents to the software**.
* Worked with the TCS team to **understand, customize and complete the User Acceptance Testing**.
* **Identified, designed, implemented and trained** other team members on the tasks involved in completing the project.

**People Profile Management –**

* **Lead this project for the HR service specialists** as it involves cross functional teams for the past 2 years.
* **Liaison with the Field Reporting Team and HR Business analyst teams** at various stages during the project to complete the task responsibility for the Specialist team.
* This project involved the data migration of the advisors from **Mainframe** to **PeopleSoft.**
* Perform **End user business system testing** to ensure there are no system deficiencies.

**Benefits Open Enrolment** –

* **Participated in Open enrolment project and represented HR service specialists** as this project involves cross functional teams for the last 2 years.
* **Liaison with the PMO, the Benefits COE team, the HR Service centre team and the HR Business analyst teams** at various stages during the project to complete the task responsibility for the Specialist team
* **Train other team members on different special tasks** during the open enrolment period.
* Perform **End user business system testing** to ensure there are no system deficiencies.
* **Review error reports from vendors for open enrolment data file** for the previous year and ensure errors are fixed.

**PERSONAL PROFILE**

* Date of Birth: 15th November 1984
* Languages: English, Hindi and Punjabi
* Nationality: Indian
* Marital Status: Married
* References: Available on request.

**Place:**  **Signed:** Himanshu Bhardwaj

**Date:**