



Niharika S



EXPERIENCE

Associate Analyst in Learning Operations Deloitte India (Vendor - Team Lease) - Hyderabad
10/2023 - Current

- Skilled in configuring and adapting courses and classes within DOWS, NextGen, and SABA (Cornerstone SBX) learning management systems. Proficient in liaising with stakeholders to strategize and execute training plans effectively.
- Demonstrated expertise in generating detailed reports and analytics utilizing data from various LMS platforms. Proficient in extracting valuable insights, tracking learner progress, and identifying trends to facilitate data-driven decision-making and enhance learning outcomes.
- Served as a dedicated buddy for team members, offering guidance, training, and support in effectively utilizing LMS features. Cultivated a collaborative environment by promoting knowledge sharing, encouraging the adoption of best practices, and driving continuous improvement within the team.
- Conducting Quality Assurance audits on tasks executed by newly trained team members. Sharing observations and recommendations with both team members and leadership to address concerns and challenges effectively.
- Developing and delivering comprehensive Continuing Professional Education (CPE) and Non-CPE sessions tailored for the US market.

Project Intern - Human Resource (HR Business Partner) Altimetrik India Pvt Ltd - Hyderabad
06/2023 - 10/2023

- Served as the primary point of contact (POC) for onboarding new team members.
- Managed data within SAP SuccessFactors, ensuring efficient operations and accurate information management.
- Served as the primary contact for resolving transactional queries for all employees, ensuring swift and effective resolution.
- Ensured accurate creation and maintenance of employee HR records in SAP SuccessFactors.
- Facilitated seamless connections for new employees, fostering a welcoming and supportive environment.
- Assigned buddy partners to new joiners and conducted comprehensive inductions for seamless onboarding experiences.
- Took complete ownership of HR orientations, managing data requests from initiation to closure, including thorough follow-up with employees and requesters.
- Developed and maintained an attrition dashboard to meticulously track and analyze employee turnover trends, enabling the implementation of proactive retention strategies.
- Participated in collaborative efforts for an external audit project.
- Performed comprehensive exit analyses to identify trends and insights, informing the development of enhanced retention strategies.
- Conducted regular one-on-one meetings with employees to address concerns, offer support, and foster open communication channels.
- Performed interviews with interns to assess their suitability and potential alignment with the organization's objectives.
- Provided guidance to employees to navigate through the Performance Appraisal process using our Altimetrik HRMS tool - PRISM. Defined Key Result Areas (KRAs) and Key Performance Areas (KPAs) to align with individual

CONTACT



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SUMMARY

Seeking an opportunity to be part of a dynamic and stimulating environment that challenges and motivates me to apply my knowledge and communication skills effectively. Committed to prioritizing organizational goals while striving for personal and professional growth.

SKILLS

- Knowledge on MS- Excel, MS-PowerPoint & Zoom
- SAP SuccessFactors
- LMS (Cornerstone SBX - SABA)
- Career progression assistance
- Employee Relations
- Regulatory compliance
- Dispute Resolution

LANGUAGES

English: First Language

English: C2
Proficient

Hindi: C2
Proficient

employee goals and organizational objectives.

HR Intern L&T Metro Rail (Hyd) Ltd 05/2019 – 08/2019

- Collected feedback from L&T Metro employees to gain insights into their needs regarding the utilization of provided benefits.
- Collaborated with Devoir Tech and the HR Team to develop LISA (L&T Metro Information System Assistant), an interactive voice-based assistant.
- Integrated all frequently asked questions (FAQs) regarding Employee Benefits policies into the app, empowering employees to address their queries conveniently through the application.
- Engaged with new employees to provide support and address inquiries related to understanding their benefits package.



CERTIFICATIONS

- SAP HCM
- SAP SD



HOBBIES AND INTERESTS

- Pencil Drawing
- Digital Drawing
- Reading Books



EDUCATION

MBA: HR and Marketing
K L University, 2019
Percentage: 76

Bachelor of Technology (B.Tech)
JNTU Kakinada, 2017
Percentage: 67

Intermediate
BIIT, 2013
Percentage: 89

SSC
The Central Public School
Percentage: 85

Associate level SAP SD Consultant
Version: SAP ECC 6.0