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|  | **Sailaja Kanagala**  **Certified in Employee central (Success Factors)** |
| **✆: +91 8147917144** |**🖂: sailu.saphr@gmail.com** | |
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| Summary |  | | | | |  | |  | |
| * **Certified in Employee Central with 2 years of relevant experience.** * Hands on experience in SAP HCM implementations/support on PA, OM, Time management, Payroll, E-Recruitment. ESS/MSS for 7 Years. * Having profound experience in E2E process consulting includes – Scoping, Pre-kickoff, Kick off, Pre-implementation, Business requirement gathering, CR, Gap analysis, configurations, Cut-over activities & final deployment. * Good understanding on Interfaces & Reports, ESS & MSS. * Understanding business process, study and analyze workflow to design solutions (To-Be, Why-why Analysis and Freezing). * **Ready to join immediately & Salary can be negotiated.** | | | | | | | | | |
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| Work Experience | | |  | | |  | |  | |
| **(Business Analyst)**  Nov 2014 – Sep 2017  **Role summary**   * Leading Success factors competency. SME for Employee Central, SPOC to resolve customer requirements. * Contributing to Success Factors to resolve customers’ issues and working closer to other application consultants such as Outlook, AD, POST, LDAP etc. * Configuration (Handling data objects related) as per the client requirements in Success factors EC. * Execution of the changes & preparing the Test cases for Change requests. * Well-versed with Data loads - Import & Export of data (objects), mass loads such as payments data, Job History, Personal Information etc. * Good at documenting the changes performed as per the requirement.   **Project Details**   |  |  | | --- | --- | | **Project Name:** | Avaya – Texas, U.S. | | **Duration** | November 2014 – Till date | | **Functional Skills** | Global Functional Lead – Employee Central, Performance & Goals | | **Work Description** | Configuration, Performing Mass loads, UAT, Involved in User training, Documentation. |  |  |  | | --- | --- | | **Project Name:** | Omega – US (CSC Internal) | | **Duration** | March 2014 – October 2014 | | **Functional Skills** | Lead Consultant | | **Work Description** | Handling support activities, Understanding Interfaces issues, Regression Testing as and when required. |  |  |  | | --- | --- | | **Project Name:** | Diamond II – US (CSC Internal) | | **Duration** | September 2012 – February 2013 | | **Functional Skills** | Lead Consultant | | **Work Description** | Handling support activities, Understanding Interfaces issues, Documenting the changes, Regression Testing as and when required. |  |  |  | | --- | --- | | **Project Name:** | Kiewit – U.S. | | **Duration** | September 2012 - February 2013 | | **Functional Skills** | Lead Consultant | | **Work Description** | Support on PA, OM, E-Recruitment |  |  |  | | --- | --- | | **Project Name:** | Klueber – Bangalore, India. | | **Duration** | July 2011 – September 2012 | | **Functional Skills** | Consultant | | **Work Description** | Partial Implementation on Time, PA, OM support activities |  |  |  | | --- | --- | | **Project Name:** | Coco Cola Enterprises | | **Duration** | November 2009 – February 2010 | | **Functional Skills** | Consultant | | **Work Description** | PA, OM Support activities |  |  |  | | --- | --- | | **Project Name:** | MOBIS (Hyundai-Kia Automotive Group) | | **Duration** | June 2008 – October 2009 | | **Functional Skills** | Consultant | | **Work Description** | PA, OM, Time Implementation |   **CMC**  October 2007 – June 2008  **Role summary**   * SAP Consultant in Full Life Cycle implementations including process design, conceptual design, Configuration and detailed Realization for the Project, data Migration / Conversion, and final deployment.   **Project Details**   |  |  | | --- | --- | | **Project Name:** | Aurangabad Municipal Corporation (AMC), India. | | **Duration** | October 2007 – June 2008 | | **Functional Skills** | Consultant | | **Work Description** | PA, OM, PY Implementation |   **ABM Knowldegeware**  December 2010 – June 2013  **Role summary**   * Contributing to HCM Module as a team member to resolve customers’ issues and working closer to other consultants for other implementation works. * Configuration development as per the client requirements in Various Modules of SAP HCM. * Developed Functional Design documents, Configuration documents during implementation of payroll * Responsible for preparing End-User manuals and conducting End-user training as part of Go-Live preparation (Payroll India)   **Project Details**   |  |  |  | | --- | --- | --- | | **Project Name:** | MCGM | | | **Duration** | May 2007 — Sep 2007 |  | | **Functional Skills** | Consultant | | | **Work Description** | Supporting the Implementation team | |  * + Consultant for training SAP HCM ECC 6.0.   + Documenting detailed process flow for functional requirements.   + Responsible for preparing End-User manuals and conducting End-user training.   **Hi-Tech Technologies**  January 2006– April 2007  **Role summary**  **Project Details**   |  |  |  | | --- | --- | --- | | **Project Name:** | Finolex Cables | | | **Duration** | January 2006 — April 2007 |  | | **Functional Skills** | PA, OM, TM, ESS & MSS, Interfaces and Reports | |   Associated with the support team at Finolex, was highly involved in closing various issues related to SAP HR implementation.    A Support Functional Consultant, responsible for SAP HR Payroll implementation. Responsible for giving functional specification for the developments as per the customer requirement. Baseline configuration & Testing of HR-Payroll is completed.  **CMS Securitas Ltd**  July 2003 – Dec 2005  **Role summary – HR Officer**  **Recruitment**  Maintaining Back-up’s for Cashiers, Back Office.  Screening & scrutinizing resumes for all level of jobs incl. RM’s, BM’s, CRM’s, etc and arranging for the interview with the higher-level authorities.  **Appraisals**  Sending the Appraisal Forms to Branch Manager’s and following up for the same.  Collecting & updating the Rating Scales of all the employee’s location wise and fixing the salary hike of the employee.  Re- Sending the forms to the Regional Manager for the approval and implementing accordingly.  Attendance Monitoring System & Leave Management System  Collecting the timings (in & out timings) from locations and updating the records in respect of Holidays.  Issuing the ID cards to the new joiners and checking the status of the expiry for the old employees.  Maintaining the Leave database location wise and updating half yearly.  **File Management**  Updating the records of the employee with proper filing and maintaining a document in employee’s personnel file & one with the Payroll department.  Support Functions:  **Onsite & Final Settlements**  Collecting the NDC Form (No Due Certificate) from the locations after proper verification and forwarding to the different departments in Head Office for final verification.  Calculating the Payable amount towards final settlement taking consideration of Notice period, Leave encashment, gratuity, etc..  Sending the Settlement form to accounts department after approval from the HR Head for preparation of cheque.  Issuing the Relieving Letter, Experience Letter along with the final settlement cheque to the ex- employee.  Collecting the PF (relieving or transfer) forms from the employee and sending the same to the PF department.  **Payroll**  Handling 2000 employee’s payroll (Sister concern Company) and sending the payable amount to accounts department, location wise or branch wise for crediting the salary. | | | | | | | | | |
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| Education & Certifications | | | |  | |  | |  | |
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| Personal Information | |  | | |  | |  | |
| * Date of Birth: 19-08-1980 * Gender: Female * Language Proficiency: English, Hindi, Telugu * Mailing Address: G-3, A-Block, Kens Residency, Pai Layout, Bangalore. | | | | | | | | |

\*\*\***Reference & Customer Feedbacks can be provided on Request.**