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Profile Summary

- ❑ ~9 years of HR Functional experience SAP Successfactors,
- ❑ understanding the employee life cycle and try to match the SAP Successfactors endless possibilities to make the organization objectives to achieve and progress towards a great milestones.
- ❑ Knowledge of understanding the SAP ECC environment where Develop, Test, and make it live.
- ❑ Better understanding of Successfactors cloud structure and following best practices to address employee life cycle needs and help the client's operations progress.

1. Project: - Steric Infotech (SAP HCM Consultant)

Client is a global technology-driven group specializing in mobile payments and value-added transactional services. The company owns and operates a global mobile payments and transaction processing provider. Together with its subsidiaries, Client enables payments in the online and offline commerce and adds value in the mobile commerce and alternative payments environments.

Responsibilities: -

- a. Working on Foundational Objects, Metadata Framework (MDF) & Generic objects, Associations.
- b. Working on Role Based permissions (RBP) to create roles and permissions.
- c. Working on Pick list management to upload Picklists.
- d. Working on data migration to upload employee data & Foundational data.
- e. Worked on succession & corporate data models to create background elements, standard elements, Hris elements etc.
- f. Configured Workflows for different events like, address change Job change etc.
- g. Worked on Configuring Employee files/people profile and customizing of Employee
- h. Central Portlets like personal info, job info etc, using Manage Business Configurations .

- i. Worked on Provisioning system to setup jobs, data models, language packs & activate functionalities.
- j. Worked on business rules for defaulting values, calculate dates, trigger workflows.
- k. Custom filtering fields and filtering options, Field level permissions.
- l. Position Management, Hris propagation, Hris Event reason derivation rules.
- m. Time off (time profile, time recording variant, dynamic break).
- n. Take rules, Accrual rules, PEP rules.
- o. Time sheet(recording profile, variant, admissibility)

2. Project - LAIRD

Responsibilities: -

- a. Interpret and explain human resources policies, procedures, laws, standards and regulations to employees
- b. Analyze employment-related data and prepare required reports and address employee issues
- p. Maintain and update human resources documents, such as agreements, employee personal documentation and legal compliance records and joining formalities
- q. Issue offer letters and explaining compensation structure
- r. PF administration including registration and transfer process and E-Tool software
- s. administration and online workings, with drawls and claims settlement process
- t. Employee benefits med claim administration and endorsement of claims process
- u. Gratuity administration every month returns and claim process and its documentation.
- v. EDLI administration and its process claim settlements regarding
- w. Salary inputs leave details and reimbursements and tax documents, joining and exit employee details update in system and send to the shared services for payroll process
- x. Handled ESI statutory audits and furnished the required reports and documents
- y. Employee engagement calendar preparation and training programs coordinating
- z. Professional tax and Labour welfare fund and other Labour statutory compliances

- aa. Conduct exit interviews and ensure that necessary employment termination paperwork is completed
- bb. Good work ethic and handle all the employee grievances solve their issues in soft and cordial manner and coordinate with other departments
- cc. Monthly Payroll process, Full and Final Settlements
- dd. Experience and Relieving, revised letters to the employees as and when requires

3. Project: - Sahuwala Cylinders

Responsibilities: -

- a. Arrange the manpower through consulting manpower agencies and other sources,
- b. preparing necessary arrangements for recruitment and offer letters and appointment letters issue and conducting joining formalities
- c. Time office management and leave management by using specially designed DOS Operating software of the company
- d. Bonus, arrears and gratuity, Labour office correspondence
- e. Factory annual renewals, ESI & PF contributions & online submissions and Contract
- f. Employees engagement and work orders and their salaries & ESI, PF, Gratuity Timely payments
- g. Preparing HRIS reports, canteen monitoring
- h. Monitoring employee attire grooming standards and issuing uniforms, shoes, lockers, and coordinating with other departments to make organization for cordial functioning