**Domain expert in Human Resources Management having 2 years’ experience in core HR process and 3 years of experience as a Functional expert in SAP Success Factor with specialization in Employee Central (EC), PA, OM,RCM,Onboarding 2.0, Time off, Payroll module.**

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| --- | --- | --- | --- | --- | --- |
| **EDUCATION** | | | | | |
| Master Degree | | Bharti Vidyapeeth Institute (BVIMSR) | **MBA – Human Resource** |  | 2017 |
| Bachelor Degree | | Jaihind College | **BBI(Bachelor in Banking and insurance)** |  | 2012 |
| **ACADEMIC ACHIEVEMENTS** | | | | | |
| **SAP HCM** | | * **Completed the SAP Success Factor Employee Central instructor led hands on training from Cloud foundation** * Completed the **SAP HCM** (Human Capital Management) certification training from udemy | | | 2023 |
| (Introduction to SAP HCM, Organization Management, Expert Mode, Personnel Administration, Recruitment & Compensation management, Benefits, ESS, MSS, Training, Payroll) | | |
| **Tally ERP** | | * Secured **Certificate of Tally ERP** from OM institution with **Grade-A** . | | | 2012 |
|  | | |  |
| **ICICI Certificate** | | * Enrolled with ICICI affiliated institute IFBI for 6 months Course | | |  |
| * Received a **“Certificate of sales”** for successfully completing the client profiling simulation securing 89% | | | 2013 |
| * Furthered experience in Banking activities like **bank sales, cashier, handling privilege customers and customers queries** | | |  |
|  | | |  |
| **WORK EXPERIENCE** | | | | | |
| **Freelance Trainer** | | * SAP Successfactor (EC,ONB 2.0,RCM) freelance trainer | | | 2024 |
| **Senior HR Manager**  **Torq Commodities** | | * Part of design team to implement workflow/sap success factor as a bridge between business and vendor. Participated in design sessions providing insights about HR processes. | | | Nov-21 to Dec 21 |
| **Consultant: Support and enhancement**  **Busisol and AL associates** | | * Good understanding of all aspects of the Human Resource’s business process and translation of business requirements into SAP solutions in the most cost effective and client-servicing manner * Succession data Model, Respective country specific succession data model. * Corporate data Model & Country Specific corporate data Model * Managing Proxy Users to access another User's data and Functions. * Configuring home page and Personalize Instance with various Portlets Company's Logo and Password * Role Base Permission. * Create Custom field & custom object in EC &Event reason. * Creating Workflow Rules * Importing the Picklist. * Extensive experience in Documentation, Development, Configuration, Testing, Troubleshooting, Administration and Performance tuning. * Supported multiple clients across Retail, Manufacturing, IT for SAP Success Factor Employee central, Personnel Administration, Organization Management, Time Management. * Managed configuration and customization in PA, OM, TM and Unit testing of the same. * Manage Data, Configure object definition and foundation and MDF Object. * Add new employee, position creation, Concernment employment and global assignment. Configure People * Handled/managed multiple client tickets prioritizing and resolving issues to maintain business continuity * Handling incident, Service Request, Change Request & Problem Management. | | | Jan 2019 to Nov 2021 |
| **HR Generalist**  **Space India, Real estate** | | * Consistently recruiting excellent employees * Onboarding new talent and establishing critical connects in the start * Training, counseling, and coaching our staff. * HR Automation, HR Systems MIS Management * Employee Engagement activity * Documentation and employee data management * Complying with min and max in a pay grade while rolling out offers * Connect to employees at regular basis * Perform in depth exit interviews; engage with employee to understand possibility of an intervention * Decreased administrative time by 30% with a streamlined HR database management. | | | May 2017 to Jan 2019 |
| **INTERSHIPS** | | | | | |
|  | **ICICI Securities**  **TA** | * Identifying and fulfill business needs towards talent management for various business verticals in organization | | | 4 Months |
|  | **Hypercity Retail India**  **HR Generalist** | Project Title: Employee motivation and job satisfaction in retail sector with reference to Hypercity.   * Employee Onboarding in the system through adrenaline software * Training and feedback of training sessions. | | | 2 Months |
| **SKILLS** | | | | | |
| **HR and Interpersonal Skills** | | * Communication Skills * SAP Success Factor /SAP HCM, Workday | | |  |
| * Good understanding of HR analytics, power BI tools and Tableau * Advanced Excel * Compensation and benefits * Onboarding * Recruitment and Talent Management * Strategic thinking * HRIS and ATS (oorwin,Hirecraft) | | |  |

## Contact No. 8779916646 | C:\Users\hp\AppData\Local\Microsoft\Windows\INetCache\IE\Y0XK0L2Y\Anonymous-Mail-1-icon[1].png E-mail ID : [akshu2309@gmail.com](mailto:akshu2309@gmail.com) | C:\Users\hp\AppData\Local\Microsoft\Windows\INetCache\IE\VDSNHE07\Word_Family_House[1].png LinkedIn Address : LinkedIn: [https://www.linkedin](mailto:akshu2309@gmail.com).com/in/akankshadixit-7a713a5