**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
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| * 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**
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|  |  |
| **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
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| * 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)
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##  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 | C:\Users\hp\AppData\Local\Microsoft\Windows\INetCache\IE\VDSNHE07\Word_Family_House[1].png LinkedIn Address : LinkedIn: https://www.linkedin.com/in/akankshadixit-7a713a5