

## HIGHLIGHTS

Dynamic and results-oriented HR professional with **5.5+ years of experience** in HR system implementation, consulting, and global HR operations. **Professionally Certified SAP SuccessFactors** Consultant with a proven track record of **leading 8+ end-to-end HRIS implementations**, driving a **25% improvement in process efficiency**. Skilled in delivering innovative HR solutions, enhancing process effectiveness, and facilitating cross-functional collaboration on a global scale.

## EXPERTISE

### TECHNICAL

- SAP SuccessFactors Modules
- Greenhouse
- MS Office, Jira, Microsoft Teams, Freshdesk, CoPilot, Grammarly, Trello.
- HTML, XML, C Programming, AI
- Research Aptitude

### SKILLS

- HR Systems Implementation
- G-suite, Microsoft 365
- HRIS Project Management
- Process Improvement
- Team Leadership
- Training and Mentoring
- Cross-functional Collaboration
- Data Migration
- System Configuration
- HRIS Database Management
- Technical Writing
- Event Planning
- Photography

## AWARDS

- Yuva Sangam 2018: Innovative Idea presentation challenge (**Awarded** by honourable **Chief Minister Yogi Adityanath** and Governor Ram Naik)
- Real Star Award
- Customer Champion Award
- Collaboration Champion Award

## PUBLICATIONS

- Biosignal Analysis Using Independent Components with Intelligent Systems (**Springer Professional Singapore**)

## CERTIFICATIONS

- SAP Certified Professional Application Consultant for SAP
- SAP Certified Application Associate - SAP SuccessFactors-Employee Central

## EDUCATION

**Bachelor of Technology** (CPI - 8)  
Z.H.C.E.T, Aligarh Muslim University (AMU)  
Aligarh, Uttar Pradesh, India

**Senior Secondary** (89.95 %)  
SSS Girls, Aligarh Muslim University (AMU)  
Aligarh, Uttar Pradesh, India

**High School** (CGPA -10)  
St. Fidelis Senior Secondary School  
(CBSE) Aligarh, Uttar Pradesh, India,

# SUHANI PANDEY

## Lead Global HR Systems & Operations

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## WORK EXPERIENCE

### Lead - Global HR Systems and Operations

Jun 2022 - Present

InMobi Technology Services Pvt. Ltd. / Bangalore, India

#### • Technology Configuration & Implementation:

- Spearheaded strategic HRIS implementations, focusing on **SuccessFactors Employee Central** and its integrations including third party modules such as **ADP celergo, Greenhouse, Auth Bridge, Allsec,** and Oversight implementation of SAP SuccessFactors modules such as **LMS, Talent Management, Leave management, Timesheet, Global Benefits, ECSC, Off boarding, and Onboarding 2.0.**
- Conducted system design, configuration, testing, data migration, production readiness and documentation for streamlined HR processes.
- Delivered customised solutions tailored to meet global organisational needs, ensuring seamless integration with other HR systems and tools.
- Customised processes - Termination, AD deactivation, Japan Timesheet for Overtime recording, Org restructuring, also Onboarding initiation via Greenhouse API which helped in **reducing onboarding time by 30% through process redesign.**

#### • Team Leadership:

- Led the global HR systems and operations team of **12 professionals** across **20 diverse geographies**, overseeing the implementation and management of HR solutions.
- Lead a cross -functional project team, including Consultants, Analysts and HR Stakeholders providing guidance, support throughout the project lifecycle.

#### • Project & Program Management :

- Managed end-to-end lifecycle of HR systems initiatives, including planning, execution, monitoring, and closure, ensuring timely delivery and adherence to scope.
- Delivered complex HR systems integrations, including payroll implementations for **10+ countries**, on time and within budget.

#### • Stakeholder & Vendor Management:

- Collaborated with cross-functional teams, including HRBPs, IT, Payroll, Finance, Rewards, Recruiters Analysts, Talent Management and LMS teams, to gather requirements and deliver optimised HR solutions.
- Built and maintained strong relationships with third-party vendors (SAP, ADP Celergo, SuccessFactors Implementation Partners etc.) leading to **15% faster issue resolution** and enhanced system support

#### • Continuous Improvement:

- Assessed current HRIS systems, identifying areas for optimisation and implementing process automation to improve data accuracy and efficiency.
- Implemented strategies to drive successful adoption of new HR technologies across the organisation ensuring successful change management.
- Introduced SAP best practices.

#### • Data Management:

- Ensured strict compliance with global data privacy regulations and established best practices for managing sensitive HR data.
- Partnered with HR Ops team in HRIS Database Management.

### Employee Central SuccessFactors Consultant

Jul 2019 - Jun 2022

Stepping Cloud Consulting Pvt. Ltd. / New Delhi, India

- **Career Progression** : Associate Consultant (2019), Consultant (2020), Senior/Lead Consultant (2022).
- Led **SAP SuccessFactors** implementations, specialising in Employee Central, Global Benefits, Time Off, Timesheet and Time Tracking solutions.
- Completed 6 full lifecycle implementations and 7 support projects, including 2 EC & Time Tracking deployments.
- Applied SAP Activate methodology through project phases including Blueprinting, Realisation, Testing, Go-Live, and Post Go-Live Support.
- Directed solution design workshops (Online & Onsite), User Acceptance Testing (UAT), and created detailed technical and end-user documentation. Performed system configurations, data migrations, and conducted training sessions for end-users and stakeholders.
- Provided ongoing support, maintenance, and improvements for HR systems across industries.
- Managed team efforts on larger-scale projects, acting as the main point of contact for clients and addressing technical challenges.
- Collaborated with clients like Cadila Pharmaceuticals, Jindal Steel and Power, Kalpataru Groups, Tata SIA Airlines, WNS Global Service, and others to design and deliver customised HXM solutions.