HARSIMARPREET KAUR

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Version: C_TS462_2021 SAP Certified Associate - SAP S/4HANA Sales 2021

✓ **EXECUTIVE SUMMARY**

I am a motivated and detail-oriented graduate with a specialization in Human Resources (HR), currently pursuing an MBA with a focus on SAP (Systems, Applications, and Products) integration. Results-driven SAP Certified Associate with a strong foundation in Sales and Distribution modules and HR specialization, currently pursuing an MBA. Demonstrated expertise through hands-on experience in two HR internships, where skills in employee relations, recruitment, and HR processes were honed. Adept at leveraging SAP knowledge to enhance business operations and contribute to organizational success. Seeking opportunities to integrate technical SAP skills and business acumen gained through advanced education and practical experience to drive impactful solutions in a dynamic business environment.

✓ **SAP TRAINING AND CERTIFICATION DETAILS**

SAP Focus Areas:

- **Organizational Structures**

  Organizational units and organizational structures in sales, shipping and billing processes.

- **Master Data**

  Customer Master, Material Master, Customer Material Info Record, Field Control for Customer.

- **Sales**

  Basic sales document processing, Sales document types, Item category and Schedule line categories, Copy control and Partner Determination, Availability Check (Basics), Outline agreements, Special business transactions, Incompleteness control, Free goods and Free of charge items, Material Determination, Listing and Exclusion, Common distribution channel and common divisions, Consignment Processes.

- **Shipping**

  Basic delivery processing, Delivery types and Delivery Item categories, Picking, Packing and Goods Issue, Delivery scheduling and Route determination, Shipping point determination.

- **Pricing**

  Pricing processing & determination, Condition technique Condition Records, Condition Exclusion and supplement.

- **Billing**

  Basic billing process, Billing types, Complaint documents, Credit memo and Debit memo, Billing plan, Account Determination, SD/FI Interface.

✓ EXPERIENCE

June 2024 - July 2024 **RMX Industries, Jalandhar**
         HR Intern

Roles & Responsibilities

- Led end to end recruitment process including sourcing, screening and interviewing ensuring the placement of top qualified professionals.

- Developed and implemented onboarding programs, including the orientation sessions to familiarize new employees with company's culture, policies and values thereby ensuring a positive and engaging experience.

- Managed all aspects of joining formalities, including documentation materials and integration activities.

- Provided guidance to employees regarding HR policies, procedures and benefits.

- Utilized HR software (HROne) for data management, reporting and analytics to enhance HR processes.

- Identified gaps in the current system and organized as well as conducted training sessions to fulfil the gaps.

- Worked with AVP-HR and led comprehensive performance management system, establishing key performance indicators (KPIs) aligned with organizational goals to measure employee productivity, individual contributions, and overall team effectiveness as well as conducted quarterly reviews for all departments.

June 2022 - July 2022 **NIVIA Sports, Jalandhar**
         HR Intern

A. Induction & Confirmation:

- Prepare Welcome kit, making offer/Appointment letters and all other joining formalities.

- Induction of newly joined employees.

- Issuance of Confirmation letters and extension letters of employees.

B. Time Office:

- Issuance of I–Cards, Attendance Cards, Leave cards.
- Daily attendance, Leave Records, Over Time recording, and control.
- Responsible for day-to-day IR matters.
- Assist in preparing wages & salary of employees in Payroll Management.

C. Recruitment of Workers / Staffs:

- Contact & Co-ordinate with consultant's agencies & Employment Exchange for recruitment.
- Conducting an interview of Workers / Staffs.

D. Training & Development; Committee Meetings:

- Work with HODs and prepare skill matrix and do skills gap analysis for employees.
- Compile training needs, conducts training and complete documentation.
- Responsible for conducting committee meeting as per law.
- Develop Employee engagement programs to strengthen the bond between Employee and Organization.
- Arrange Festival & Birthday celebrations/emails.

✓ EDUCATION

2023-Present   **Master of Business Administration with specialization in SAP**
DAV University, Jalandhar

Results: Awaited

2020-2023   **Bachelor of Business Administration**
DAV University, Jalandhar

- Passed out with 91.9%.
- Fundamental understanding of various business disciplines such as marketing, finance, and management.
- Proficiency in using data and statistics to inform business decisions.
- Gained soft skills by giving group assignments, presentations, and case studies.
- Build professional network through interactions with professors, peers, and industry professionals.
- Capacity to adapt to changing business environments.
- Understanding of the international market and culture.

✓ TECHNICAL SKILLS & CERTIFICATIONS

- SAP Certified Application Associate – **Sales S/4 HANA.**

✓ PROFESSIONAL SKILLS AND INTERESTS

- Leadership skills
- Communication skills
- Teamwork and collaboration
- Time management
- Resource Allocation
- Task Prioritization

✓ PROFESSIONAL SKILLS DEMONSTRATED

- **Leadership** - Proven ability to inspire and lead events at university level.
- **Communication** - Acted as an orator and managed stage in different academic and non-academic events held at university.
- **Teamwork** - Being a team leader, collaborated with a diverse team of 6 students to complete group assignments and various other tasks.
- **Time Management** - Proven ability to prioritize tasks, meet deadlines and optimized HR processes for efficiency.
- **Resource Allocation** - Proficient in allocating human resources effectively to maximize productivity.
- **Task Prioritization** - Strong ability to identify and focus on critical HR activities, enhancing overall department efficiency.

✓ PROJECTS

- Research project on the topic ''Influence of organization culture on employee satisfaction and productivity.''

- Conducted a business simulation by creating and managing a virtual company, making strategic decisions, allocating resources and analyzing performance metrics to optimize business outcomes.

✓ STUDENT LIFE & VOLUNTEERISM

- Attended Inspire Internship Program.

- Co-Ordinator of BIZATHON-2023.

- Anchored various formal and informal events at university.

- Attended various workshops and guest lectures addressing various topics.

- Attended two days International Conference on "Strategic Perspectives".
- Participated in Interdepartmental Debate Competition.
- Participated in Intercollege Quiz Competition.
- Awarded 2nd prize in AD designing competition.
- Selected to deliver a talk on my bachelor's experience to incoming students and recognized with an honor for this contribution.

✓ OTHER RELEVANT INFORMATION

Languages Known – English, Hindi, Punjabi

Computer Skills – MS Excel, MS-PowerPoint, MS-Word, SPSS Software

Awards – "Academic Excellence" award received in High school.

✓ REFERENCES

Dr. Girish Taneja

Head of Department (CBME), DAV University

Contact: 98882-70581

Email Id: coordinator.cbme@davuniversity.org

Ms. Neha Narula

Assistant Manager-HR, RMX Industries Pvt. Ltd.

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I hereby undertake that all facts given by me are true to the best of my knowledge.

(HARSIMARPREET KAUR)

SAP recognizes

HARSIMARPREET KAUR

is certified as

SAP Certified Associate - SAP S/4HANA Cloud Private Edition, Sales

SAP S/4HANA Cloud Private Edition, Sales
Certified Associate

SAP CERTIFICATION

This certification verifies that you possess the core skills required of the SAP S/4HANA Sales profile and proves that you have an overall understanding and in depth technical skills to participate as a member of a project team in a mentored role. The certification is recommended as an entry-level qualification.This certification is relevant for SAP S/4HANA Cloud, private edition and SAP S/4HANA on-premise.

Issued on: Aug 27, 2024

Expires on: Aug 28, 2025