



PRIYANKA VARSHNEY

SAP CONSULTANT (EC) & HR

CONTACT

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EDUCATION

LLB. from DRBRAU	2016-2019
MBA (Human Resources) MDU	2014-2016
B.A. - DRBRAU	2011-2014

CERTIFICATION

SAP Success factore employee central Certification

PROFESSIONAL SKILLS

- SAP CPI
- Role-Based Permission (RBP) Setup and Management
- Workbooks and Data Preparation for Implementation
- Position Management Configuration and Best Practices
- Metadata Framework (MDF) Object
- Documentation for System Design
- Configuration and User Training
- Business Rules Development for HR Process Automation
- System Configuration and Customization of Employee Central
- Picklist Center Management and Data Maintenance
- Event Reason Configuration for Lifecycle Changes
- Generic Object Definition and Relationships
- Successive Data Management for Employee Information
- Permission Strategy and Access Control Optimization
- Time Off & Time Management
- Onboarding 2.0
- Data Integration and Analysis
- Team Collaboration and Coordination
- Collaborate with stakeholders
- Excellent problem-solving and communication skills

PROFILE

A highly skilled SAP SuccessFactors (EC, Time Off, Onboarding2.0) consultant and HR generalist with over 7.4 years of experience, including approx 3 years in SAP Employee Central and 7.4years in Core HR operations. Proficient in end-to-end HR functions, including recruitment, payroll, compliance, and employee engagement. Expertise in configuring and supporting SAP SuccessFactors EC, with strong knowledge in RBP configuration, business rule creation, workflow management, data model customization, strategic problem solving, integration and analysis, team collaboration, coordination, and troubleshooting. Experienced in handling full employee lifecycle processes, from onboarding to exit formalities, and managing training, appraisals, and policy implementation. Adept at delivering post-go-live support and enhancing HR systems to streamline operations and improve organisational efficiency and best practice with good communication skills.

WORK EXPERIENCE

IoTation Ecotech Pvt Ltd Feb 2024 - Present
Sr. HR Executive

- Manage recruitment, selection, and core HR operations, including payroll, compliance, and employee engagement.
- Provide SAP SuccessFactors Employee Central (EC) support, handling configuration, issue resolution, and optimizing workflows. Time off, Onboarding 2.0.

Creativebuzz Solution Pvt Ltd June 2023-Jan2024
P2P Systems Pvt Ltd Dec 2022-Jan2024

HR Generalist & SAP EC Consultant(Freelancer)

- Managed HR operations including recruitment, payroll, compliance, and employee engagement.
- Led SAP SuccessFactors Employee Central (EC) support and implementation, focusing on configuration, business rule creation, and workflow management.

Abinesh Kumar & Association Jan 2019- April 2021
Senior HR & Admin

- handling payroll management, attendance tracking, and compliance with labor laws.
- Handled PF, ESI registrations, and TDS deductions for employees in a chartered accounting.

Microvision Softech Solution Pvt Ltd July 2016- Dec 2018
HR Executive

- Managed recruitment and selection, payroll, and attendance management.
- Ensured compliance with labor laws and implemented HR policies.
- Coordinated employee engagement and supported HR operations.

KEY WORKS EXECUTED OR RESPONSIBILITIES UNDERTAKEN DURING POST QUALIFICATION WORK EXPERIENCE

- Expertise in RBP configuration, Data Module Creation, Foundation and MDF object associations, Position Management, Automate the event and event reasons, country-specific field creation, Standard and Custom Workflow Creation with Document Generation Template and Workflow Email Notification, business rule creation in Position Management, MDF Object (Configure Object, Definition), Succession Data Module, Propagation, Configuration UI Screen, and Time Off, custom portlet creation as based on the client requirement, Picklist Centre Creation.

PROFESSIONAL SKILLS

- Troubleshooting
- Data Synchronization and Management
- HR Management & Core HR operations
- KPI/performance Appraisal
- Attendance & Leave Management
- Recruitment & Onboarding
- Compliance & Labour Laws
- Performance Management
- Conflict Resolution
- Salary Calculation (PF/ESI)
- Performance Management (PMS)
- Payroll
- Administration

COMPUTER SKILLS

- SAP success factor
- Zoho One software
- Click Up Software
- TeamOffice Software
- TimeOffice Software
- MS Office
- Power point
- Excel
- Naukri.com
- Shine.com
- Jobhai.com
- Google sheet

- Extensive experience in propagation rules.
- I worked on the payment information portlet and created custom fields in the payment information portlet.
- Worked in data load activities (foundation data, employment data, position data, pay components data, etc.).
- Supported Go-Live and post-go-live support, EC enhancements, and regular AMS support.
- Working on the support project of the Employee Central module.
- Setting up data models (corporate and succession data models) in employee central as per company requirements.
- Customisation of various data models using XML configuration.
- Configuration of position management: defining positioning generic objects, permission checks,
- Job code rules, approval workflows, creation of positions, etc.
- Working on the propagation rules.
- Creating event reasons and assigning events, Workflow Derivation Rules and Setting Up Approval Workflows, Dynamic Roles and Dynamic Groups for Workflow, foundational objects as per the requirement.
- Exporting and updating Pick lists according to requirements.
- Understand and write business rules as per client requirements.
- Communicating with the administrator for handling role-based permission settings, like creating
- Groups and roles and granting to the targeted users.
- Getting the tickets from Service now, assigning & resolving the tickets on time.
- Finding the solution for the issues where it occurred in SF.

Employee Central Time OFF:

- Expertise in the Configuration of Leave of Absence (LOA).
- I worked on the creation of a work schedule.
- Worked on the creation of shift codes.
- Assign work schedules, shift codes, and time profiles to employees.
- Time Account, Time Account type Creation for single employees.
- Created business rules for the above configurations.

HR working core Area

- Handling end-to-end recruitment.
- Monthly calculation of salary, including calculation of PF/ESI and Bonus
- Manage leave and attendance.
- Time-to-Time Update Leave policy, convey policy, others Policy.
- Handling all existing formalities.
- Handling all HR compliance
- Scheduling and arranging the requisite training for employees, either with in-house trainers or external trainers;
- Effectively managing welfare programs & engagement programs for employees.
- Tracking confirmations, appraisals, and increments of employees; preparing the KPIs of all employees on a yearly basis.
- Expertise in documents.
- Preparing full and final settlements, calculating gratuity, provident fund deduction, leave salary, and other employee benefits.
- Maintaining employee personal files and records, communicating HR policies, and working across the organization at all levels.
- Preparation of notices, agendas with resolutions, and minutes of different committee meetings, and also assisting the company secretaries of the client companies in holding these meetings.