

# Kajal Sahu

SAP SF Consultant

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## SUMMARY

Experienced SuccessFactors consultant with 5+ years of expertise in delivering end-to-end HR solutions. Possesses strong communication and analytical skills and a proven track record of success in configuring and optimizing SF modules, along with handling large-scale data.

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## WORK EXPERIENCE

### Infosys Limited

SAP SF Consultant

Jan. 2023 – Present.

- Worked in SuccessFactors Enhancement and Rollout projects on SF modules such as EC, LMS, Succession and PMGM.
- Worked on SF EC projects such as designing and creating workflows for employee data management, creating dynamic roles and groups, managing RBP, handling employee data, organizational data, position management, data models and the creation of Integration Center jobs.
- Worked on PMGM projects, including the configuration and management of the latest Goal Plan, performance review forms, rating scales, route maps, competencies, performance review cycles, feedback processes and appraisals.
- Configured multi-rater feedback forms for gathering performance reviews from peers, colleagues and direct reports.
- Enhanced employee engagement by implementing Continuous Performance Management for an organization.
- Implemented Succession Planning for an organization to ensure alignment with business objectives.
- Created talent pools, assessed bench strength, evaluated successor readiness for key positions and updated succession data models for enhancing User experience.
- Utilized 9-box grids for categorizing employees based on their Performance and Potential.
- Worked on creating and managing reports in EC.

### Infosys Limited

Senior Associate Consultant

Jan. 2022 – Dec. 2022

- Coordinated with various business stakeholders to gather functional requirements, understand business processes and propose optimal SF solutions.
- Delivered end-user training to HR administrators, managers and employees to ensure proper understanding of performance and goal management processes and LMS.
- Worked on configuring the LMS module to create courses and training events, ensuring an effective training environment and managing RBP for managers and employees.
- Integrated LMS with EC to ensure seamless learning.

### Infosys Limited

Associate Consultant

Jul. 2019 – Dec. 2021

- Coordinated with the Workday team to integrate Workday with SuccessFactors BizX and LMS.
  - Worked on LMS AMS project, which included monitoring provisioning jobs and providing user assistance.
  - Worked on the creation of training manuals and job aids for providing user guidance.
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## EDUCATION

### Sri Balaji University, Pune,

Post Graduate Diploma in Management, Human Resources

Jul. 2017 – May. 2019

### Pt. Ravishankar Shukla University, Raipur,

Bachelor of Commerce

Jul. 2014 – May. 2017

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## CERTIFICATIONS, SKILLS & OTHERS

**SAP SF Certifications:** Succession Management, Performance and Goals Management, Employee Central, Onboarding 2.0, Learning Management System

**Technical Skills:** HRIS Implementation, HRIS Support, Data Migration, Data Model, Workflow configuration, Role-Based Permissions, Reporting and Analytics, User training and Change Management

**Languages:** English (Fluent), Hindi (Fluent)

## **ACHIEVEMENTS AND PROJECTS**

- Awarded as Emerging Talent in the Organization.
  - Received client appreciation for implementing and supporting the 2024 performance review cycle.
  - Successfully implemented SF PMGM to enhance the Performance Appraisal cycle for the client.
  - Successfully supported Succession cycle activities to ensure a smooth business process.
  - Automated routine HR tasks through SF Workflows.
  - Ensured data accuracy by leading data cleaning activities within SuccessFactors modules.
  - Conducted various user training sessions.
  - Ensured on-time delivery with zero defects.
  - Ability to handle multiple clients in parallel.
  - Developed strong client relationships.
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## **PROFESSIONAL DEVELOPMENT & TRAINING**

- Regularly participate in SAP SF training sessions to upgrade knowledge on SF modules.
- Completed internal and external SF certifications.