



RUBI JAISWAL

(+91)7024107505 | E : rubi06.srm@gmail.com
Faridabad, Haryana 121002

PROFESSIONAL SUMMARY

Seeking a challenging and rewarding career as SAP HCM/SF functional consultant where I can contribute my knowledge and skills for growth and development of the organization and to be able to implement solutions that meet the customer requirements using my variety of software development skills and technical expertise

SKILLS

- SAP HCM
- Success Factors
- Enthusiastic
- Open for Learning
- Adaptable
- Single or Team Player based on Requirement
- Excellent Communication Skills
- Leadership
- Project Management
- Process Optimization
- Dedicated
- Client inter personal relationship Management

WORK HISTORY

SAP HCM Functional Consultant & SF Tester 12/2016 to Current
Jindal Steel & Power Limited | Gurgaon, Haryana

ROLES & RESPONSIBILITY

- Involved in Client's discussions regarding business processes understanding, requirements gathering, status updates.
- Success Factor Consultant, acquainted with knowledge & understanding of SF sub-modules such Succession, People Profile, RCM, EC, Time-Off, Onboarding, LMS.
- Created OM structures and its relationship mappings.
- Run multiple Personal Actions from Hire to Termination for various employees.
- Involved in time and payroll evaluation and generating pay slips and its validation.
- Holiday Calendar mapping and WSR generation.
- Prepared testing scripts, evidences and user manuals.
- Created various status reports for clients.
- Resolution of end user's ESS/MSS issues.
- Providing Roles and Authorizations in admin User's IDs.
- Master Data Maintenance of OM, PA, TM, PY.
- Creation of LSMWs for Data migration.
- Resolving Admin User's issues related to PY, OM, TM, PA activities.
- Creation of objects and simple maintenance in PO10, PO03 & PO13.
- BDC Recording for Dynamic Personnel Actions and setting up of info groups.
- GRC Handling

Personal Administration

- Created Enterprise Structures - Personnel Area & Personnel Subarea and its assignments.
- Created Personnel Structures - EG (Employee Group) & (ESG) Employee Subgroup.
- Created Personnel Action, Info groups and reasons for actions as per the enterprise requirement.
- Configured the various standard Info types and their Subtypes.
- Configured number range intervals for personnel numbers, payroll area and control records.
- HR Master Data uploads in mass.

Organization Management

- Creation and maintenance of various objects like organization units, jobs, positions, task catalogue, cost centers and work centers etc.
- Also created the reporting structure and the various relationships between the objects.
- Understanding and maintenance of Plan Version in OM.
- Maintaining OM Info types.

Payroll (India)

- Configured proper permissibility, characteristics of customer wage types.
- Maintained processing classes, evaluation classes and their specifications for wage types.
- Created wage type and check wage type group for basic pay, additional payments, and recurring payments.
- Configured and maintained the payroll area, generated payroll periods using period and date modifiers.
- Editing of standard pay slip for the client.

Time Management

- Configuration of Public Holidays (Fixed and Floating), Holiday Calendar and Factory Calendar.
- Configuration of Work Schedule rules and defaults for each PS and ES Groupings.
- Configuration of attendance (Regular, Training, Business Trips) and absence types (Earned leaves, Sick leaves, Causal leaves, Loss of Pay), counting rules, deduction rules and Quotas.
- Maintained Time Management Info types.

Assistant Engineer

06/2014 to 11/2016

Jindal Info Solutions Limited | Raigarh , Chhattisgarh

ROLES & RESPONSIBILITY

- Solving Project and Support related issues as per incident.

EDUCATION

- Configured number range intervals for personnel numbers, Payroll Area and Control Records
- HR Master Data uploads in mass.
- Maintaining OM Infotypes.
- Created wage type and check wage type group for basic pay, additional payments, and recurring payments.
- Editing of standard payslip for the client.
- Configuration of Work Schedule rules and defaults for each PS and ES Groupings.

○ MCA , SRM University , Chennai	2013
○ BCA, Magadh Mahila College	2009
○ 12 th , Patna Women's College	2006
○ 10 th , Indian Public School	2004