

Anuj Mathur

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PROFILE SUMMARY

- Over 10.6 year of progressive experience in Human Resource, achieving employee engagement across various levels and functions.
- Expertise in managing the Employee Life-Cycle and ensuring maintenance of amicable relations among management and employees through completing the task with in SLA.
- Proficient in handling employee's records in various ERP portal, employee relations, HR process SOPs.
- Expertise in Microsoft office and having excellent typing speed.
- Used SAP HR R3/Workday, HRMS/People Soft, Vendor Management, and Query Management, On-Boarding process, Payroll Processing, Back ground verification of Alumni.
- Worked in talent acquisitions and **recruitment** team for recruiting suitable candidates.
- Good team player with excellent **communicative** and analytical skills.

SKILLS

Languages:	English, Hindi
Tools:	ERP, SAP HR R3, PeopleSoft, Workday, HRMS, in GMO tool, MyContractor
Office Administration:	MS Office, Excel
Soft Skills:	Communication, Team Sprit, Quick Learning, Adaptability, Flexibility Smart Problem solving

TRAININGS/ACHIEVEMENTS

- Received appreciation reward for Team support Excellence in PricewaterhouseCoopers.
- Training for Workday HR portal as data management from PricewaterhouseCoopers Private Ltd.
- Training for SAP HR R3 tool as an end support user from Alcatel-Lucent India Ltd.
- Training in Microsoft Excel 2007 & 2010
- Training to work with People soft tool

PROFESSIONAL EXPERIENCE

PricewaterhouseCoopers Private Limited

Gurgaon, India

May, 2017 - October, 2019

Role: Specialist

HC ELC Team (Human Capital Employee Life Cycle)

- Taken care of data changes (supervisor, Cost Center, DOB, Job Profile, DOJ, LWD etc.), in workday and HRMS portal.
- Extract various reports (Exit, Active, Address, etc.) from workday as and when required.
- Validated the data between workday and HRMS reports.
- Coordinated with stakeholders and BUHC for payroll input of new joiners, existing employees and alumni and share the final payroll input to payroll team in the standard format according to the payroll calendar days.

- Validated the payroll input basis on the approval mails, relevant documents and as per company policies.

HC Service Now Team (Human Capital Service Now)

- Taken care of all Transfer cases (location, entity, cost center) in workday and issuing the transfer letters to resources through mail respectively.
- Taken care for preparing and issuing the conversion/ extension letters, flexibility letter as per the input received from BUHC through service now portal.
- Taken care of ex-employees back ground verification request received from vendor through mail and share the required details to them from company records
- Taken care of Adhoc letters (e.g. NOC, business covering, employment proof, address proof, sabbatical letter) on the said format of organization and share the same to employee through soft and hard copy of letter on company letterhead according to the entity employee belongs.
- Dispatching the hard copy of all letters to employees at their office location.
- Coordinating with location spoc's in order to archive the acknowledgment copy of letters shared by employees.

Alcatel-Lucent India Ltd (A Nokia Corporation Company)

Gurgaon, India

November, 2008 - December, 2016

Role: Senior HR Executive

HR Operations (Shared Services Team)

- Taken care of creations and data changes in SAP –HR tool.
- Taken care of Distribution list for ALIL, ALUMS employees in GMO tool.
- Handled MyOrg request (includes supervisor/ cost Centre/ job code) and update the data in SAP.
- Data Validation between MyHR Vs People soft (contains location/ supervisor/ entity/ DOJ, etc.).
- Extract the reports from different tools (like SAP and People soft) as per the requirement.
- Taken care of Transfer (inter-entity/ inter-department/ location transfer) cases and updates same in SAP respectively as well as in other tools as and when required (when there is issue in interface from MyHR to respective tools).
- Handled transactions of Contract employee's record in MyContractor tool (contain extension of Contract, change, supervisor, cost center, terminate records, etc.)
- Extracted contract employees reports
- Provided access of OBS and SMI server to Neeyamo Team
- Resolving EB Suite queries (DOB change / Name Change/ Transfers / Hiring / Deactivation).
- Provided leave balance to the different stake holders from LMS tool (Adrenaline).
- Provided user id and passwords of LMS tool to regular employees/ expats (who are sitting outside India).
- Taken care of payroll inputs for regular (new joinee, existing and exit) employees in excels templates.
- Coordinating with respective HR focal and managers for monthly payroll inputs.
- Validate the payroll inputs with the given supporting documents by focal and other stakeholder with, and consider on the basis of approval given by BU Head, Managers, HRBP and also as per company policy.
- Coordinating with Payroll management team and share the payroll inputs as per the payroll calendar.
- Taken care of On-Boarding process in OBS tool.
- Generated Offer Letter and revised DOJ letter for respective new joiner and forwarding the hard copies to the respective focal's.

Vendor Management

- Coordinating with vendor for ID card and dispatching the same to respective focal.

- Prepared tracker for ID cards in excel
- Coordinating with focal LSA distribution
- Prepared the list of eligible candidates for LSA
- Prepared bonafide letters for visa, passport and dispatching the hardcopy on letter head to employees.
- Taken care of personnel files to validate the submitted documents.
- Co-coordinating between Vendors and Finance to clear the payments.

Recruitment Team

- Call to (IT/Non-IT) resources basis on the position opened by the business and creating talent pools.
- Short listing the resources basis on the qualification and experience required in the position in various job portals (monster, Naukri, times job, etc.)
- Call candidates face to face interview.
- Negotiating the salary as per company budget

EDUCATION

IMT, Ghaziabad, India

Completed MBA in PG Diploma- Human Resource

YMCA, Delhi

Completed One Year Diploma in office management.