

PROFILE SUMMARY

As an Oracle HCM consultant, my background lies in implementation of Oracle module for the clients post doing the analysis of client requirements to convert them to the oracle HCM module requirements. Apart from this, I have experience in managing the transactions of employee life cycle, implementation & management of HRMS, processing of payroll, and compliance. Experienced in oracle fusion HCM cloud implementation in various module (Core HR, Absence Management, Oracle Payroll, ORC, Talent management).

EDUCATIONAL BACKGROUND

- Bachelor of Management study (BMS) 2011
- Master of Business Administration (MBA) 2013

PROFESSIONAL HISTORY

Accion Labs (Oracle HCM Fusion Functional) Pune India

Aug 2019 to till date.

- Understands the business requirements, captures functional requirements, translates them into the Oracle HCM module requirements and integrates requirements with other functional and technical teams.
- Designs processes and prepares the solution Blueprint for project implementation.
- Configures the system and tests the solution with users.
- Provides user training to the business process stakeholders.
- Maintain configuration guides for future reference.

SA Technology (Peoplesoft Functional) •Pune, India

Dec 2017 to Aug 2019

Responsibilities:

- Supported PeopleSoft Finance Payables, Purchasing, e-Procurement and Inventory
- Involved Upgrade from Image 34 to 38
- Involved DEV, SIT, UAT testing phases.
- Well versed with AP setups like voucher creation, Matching, Pay cycle Process.
- Involved in Elastic Search configuration and Kibana configuration and closely worked with admin team.
- Supported Inventory Day to day issues like Stock releases, Deliveries and stock reservations.
- Involve in Integration like processing the Orders from CRM system to PS system.
- Involved in item maintenance, configurations, E-Pro requestions and PO dispatches etc...
- Involved in setting the new Business Units, Colanders, ledgers and Combo rules as per business requirements.

Payroll & Compliance Management

- **Driving on time disbursement of salaries** for on roll and off roll employees through tracking and collation of payroll exceptions
- **Managing the data integrity** and transparency of payments in salary slips through timely **execution of HRMS changes** (personal and work information)
- Elimination of any legality through ensuring **efficient drafting of employee documents** like termination letters basis the nature of separation.

HRMS Implementation and Management

- Payroll & investment declaration module – Created workflow and guidelines for the HRMS SPOC to customize the product as per company's needs.
- Exit Module – Created workflows for all scenarios of separation of an employee and completed the final implementation of the module post testing.
- Report formats - Created workflow keeping mind and managed implementation (including testing) of exit and payroll module on HRMS.

Employee Life Cycle Management

- Liaison with the **TA and HR-Business Partner** team for the information of new hires and leaving employees.
- Facilitation of data availability and integrity through **regularly creating and maintaining records in HRMS** for new hires, leaving employees and editing/updating the employee data.
- **Legally compliant on boarding** through efficient tracking of new hire paperwork and **managing the exit of the employees** in terms of exit interviews, departmental clearances and paperwork.

HR Reporting and Audits

- Automation of the **Monthly HR Dashboard and Weekly HR tracker** and its dissemination to the leadership team.
- Facilitating decision making for HR – Business Partners, recruitment team and business heads by **providing massaged data containing various HR metrics**.

Personal Details

- Gender : Female
- Marital status : Married
- DOB : 24-10-1989
- Languages Known : English, Hindi, Gujarati and Marathi
- Current location : Pune

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Place: Pune

Sejal Patel

