

Objective

Being a committed team player, want to be a part of a renowned organization, to contribute towards the growth of the Organization based on my expertise and to further my personal capabilities by learning from the new exposure within the structured framework of the organization.

Areas of Exposure

- A well rounded and organized professional having 11 +years of experience in HR Process out of which 0.6months worked (internship) As an SAP HCM Functional Consultant.
- Strong understanding of the business processes and skills to provide effective SAP solutions according to the business requirements. Extensive problem solving, decision-making skills coupled with excellent teamwork, communication and interpersonal skills.
- Knowledge on Schema, PCR, Functions and Operations.
- Fully conversant with different phases of **ASAP methodology**, such as project preparation, business blueprint, realization, final preparation, cut-over, Go-live & post Go Live Activities.

SAP Training and Certification

SAP Certified – Human Capital Management with SAP

SAP R/3 and ECC 6.0 (Enterprise Central Component)/EHP7

Duration - December 2022 to May 2023. Completed by My Internship in SAP HCM from Viper ERP Solutions from 01/02/2023 till 31/07/2023

Abilities and skills

- Preparation of Documents such as BBP, BPML, Functional Specifications, UT Etc.
- Flow Chart Preparation for different work flow and Reporting Structure
- PPT's for different level training and walk through for responsible HCM sub modules
- Preparation of templates and data migration using LSMW and BDC.
- Co-ordination with ABAP developers to define Z-reports and Forms.

Time Management

- Configuration of Regional Holiday Calendar.
- Generate work schedules, Break schedules, periodic work schedules and work schedule rules according to client requirements.
- Quota generation based on various conditions, quotas carry forward etc...
- Time Recording Info, Time Event, Quota Correction and Quota Transfer Info type Maintain.
- Time evaluation through PT60 transaction.

Payroll

- Check assignment of Pay Scale Structures and determine default for Pay Scale data.
- Defined Allowance groupings assigned them to wage type group model and configured RAP tables.
- Configuration of payroll components like wage types with relevant characteristics
- Copied wage types from standard wage types as per the client requirement, and defined their characteristic, Defined Indirect Valuation by using INVAL.
- Creation of Wage Type Catalogue and Wage Type Model for Basic Pay.
- Defining Employee Subgroups and Personnel Sub-area for Primary Wage type

- Defining Wage type Permissibility for each PS (Personnel Sub area) and ESG (Employee Subgroup).
- Configured of Payroll Area & Control Record, generated Payroll Periods,

ESS/MSS

- Performed requirement gathering from the client regarding their current Business Process and how the new system behavior has to be configured.
- Prepared documents for ASIS process and Blueprint documents for ESS/MSS
- Define Work flow diagrams for different client processes.
- Configured the Home Page Framework
- Create Rule Groups for leave request, and define processing classes for each rule group
- Configured different Service specific settings like Leave Request, People Profile, Employee look-up, Loans & Advances, claims & Reimbursements, ESS Tax Projection etc.
- Created secondary info types for few custom requirements.
- Running RHINTECHECK & RHINTE10 to make sure Integration is established b/w OM & PA Objects
- Maintained HR master data using transaction PA10, PA20, PA30 & PA40.
- Configured Basic Pay, Recurring payments & deductions, Additional payments, & Additional off Cycle Payment Info types.
- Configured and maintained the payroll area, generated payroll periods using payroll and date modifiers, and assigned a control record to payroll accounting area.
- Creation of Public Holiday Calendar and Assign it to Factory Calendar.
- Grouping of Personnel Sub Areas for the Work Schedule and Daily Work Schedule.
- Creation of daily work schedules and period work schedules.
- Define Day types and special Days.
- Define Work Schedule rules and Work schedules.
- Define Time Data Recording and Administration.
- Configuration of Attendance Types and Counting rules.
- Configuration of Absence Types, Counting Rules, Absence Quotas, Deduction Rules & Absence Valuation Rules

Professional (Domain) Experience	
Organization	INNOSOFT DATALINKS, BENGALURU
Designation	Human Resource & Operations Manager
Tenure	November 2022 to till date

Roles & Responsibilities:

- Coordinating with cross-functional department for assessing their manpower requirements.
- Define Work Schedule rules and Work schedules.
- Creation of Public Holiday Calendar and Assign it to Factory Calendar.
- Configured Basic Pay, Recurring payments & deductions, Additional payments, & Additional off Cycle Payment Info types.
- Statutory and compliance
- Define Work flow diagrams for different client processes.
- Configured the Home Page Framework
- Create Rule Groups for leave request, and define processing classes for each rule group

Professional (Domain) Experience	
Organization	Mukta A2 Cinemas, Bengaluru
Designation	Assistant Manager Human Resource & Operations
Tenure	August 2021 to October 2022

Roles & Responsibilities:

- Manpower recruitment as per the budget for unit in coordination with respective HODs & Unit head.
- Complete induction and orientation of new employees (e.g. Induction, Documentation, and Biometric).
- Maintain personal files of all employees at unit level.
- Fabricate / follow up with HOD for any letters in relation to an employee.
- Prepare attendance & leave balance record for payroll inputs for respective unit.
- Conduct employee engagement programs (e.g. Star of the month, Unit anniversary, etc.)
- Sending daily employee tracker (DET) to HR department on a daily basis.
- Ensure seamless exit for left employees and coordinate Head office for their FNF settlements.
- Coordinate with the Head office HR dept. for all departmental requirements at the unit.
- Display compliance related documents on notice board.
- Maintain Wages register, Attendance register and any other statutory registers as per local government body requirements.

Professional (Domain) Experience	
Organization	Anna Poorna Enterprises, Hoskote
Designation	Sr Executive Human Resources
Tenure	January 2019 to April 2021

Roles & Responsibilities:

- Coordinating with cross-functional departmental heads for assessing their manpower requirements.
- Sourcing candidates through consultants, referrals, job portals etc.
- Making arrangements for induction and orientation program for the newly recruited candidates for making them familiar with company culture and activities, employee portal and policies
- Monitoring daily attendance from all units
- Maintaining and updating leave registers.
- Preparing Salary structure according to company policies.
- Looking over Payroll processing in compliance with statutory requirements
- Ensure timeliness and accurate payment of salaries close to 100 employees

Professional (Domain) Experience	
Organization	KCS Services, Hoskote
Designation	Sr Executive Human Resources
Tenure	June 2012 to November 2018

Roles & Responsibilities:

- Preparing offer letters, appointment letters, confirmation letters.
- Completing joining formalities.
- Attendance & leave management.
- On boarding and Exit Formalities.
- End to end recruitment activities
- Employee engagement.
- Conducting orientation.
- Payroll.
- Completing joining formalities.
- Maintenance of employee personal records.
- Generating E-Codes, ID Cards.
- Attendance & leave management.
- Document supporting from joining to exit of the employee.
- Administered payroll.
- Handled petty cash for reimbursements and company expenses.

Technical Knowledge	
ERP Package	SAP R/3 and ECC 6.0 (Enterprise Central Component)/EHP7
Operating System:	Windows (98 / 2000 / XP / 7/10).
Course	SAP (Human Capital management) from Zeblearn Institute (New Delhi)

Academic Qualification			
Qualification	Subject	Board/University	Duration
MBA	Human Resource	S V University	2009 – 2011
Bcom	Commerce	Dr B R A O University	2006– 2009

Personal Information	
Full Name	Karanam Ravindra
Date of Birth	12 th May 1985
Father Name	K Krishna Murthy Rao
Alternate Cell No	+91 9491909412
E-Mail (2 nd)	karanam1221@gmail.com
Marital Status	Unmarried
Gender	Male
Language Known	English, Telugu, Kannada
Hobbies	Playing Cricket, long driving and Gardening

Place: Bengaluru

Date:

KARANAM RAVINDRA