

Anmol Asrani
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PROFESSIONAL OBJECTIVE

Seeking an oracle fusion functional consultant position to work closely to characterize the architecture and implementation of the platform where my knowledge in consulting can effectively contribute to the successful and efficient operation of the organization for challenging and positive work environment that provide many opportunities for exercising judgment, initiative and analytical skills.

EXPERIENCE:

Oracle Fusion HCM Functional Consultant

Oracle , Bangalore

August 2022 – Till Date

Job Details:

- Expertise working on project implementation on Core HR and Absence management features, up gradation and understanding the client requirements.
- Build custom security components to fusion which includes create / modify data roles and its security profiles, job roles and duty roles in the security console..
- Tickets resolution and effective communication with the client.
- Configuring the Core HR concepts is the primary task.
- Set up and Maintain Enterprise and Workforce Structures.
- Configuration and modification of Approval Process in the Business Process management
- Preparing the documents regarding the same and processing it to different approval levels internally for approvals.
- Assumes responsibility to successfully perform tests for the solution developed, including the user acceptance test with users to validate the solution.
- Effectively communicated with oracle support (SRs) to resolve issues to complete the project smoothly and before deadline.
- Core competencies include Core HR, Absence, Approvals, and Page Customization with experience in design, implementation and support.
- Having good experience on configuring Absence Plans, Absence Types, Absence Reasons, Repeating Time Period, Absence Processes, and Eligibility Profile with Derived Factor as per the requirement.
- Implementation, Testing, Support Document Preparation, Go-Live and Support.
- Well versed with the setup of Enterprise Structures - Location, Organization, Job and Department in HR.
- Was responsible in defining the Flex fields, Lookups & Value Sets in the project.
- Defined HR Common Lookups, Person Types, Document Types and Actions with Reason.
- Involved in various phases of project cycle like Requirement Gathering, Mapping,

PROJECT DETAILS:

Project 1 Handled: Persistent Systems (India)

Persistent Systems is an Indian multinational technology services company which was incorporated on 16 May 1990. Persistent Systems is listed on the Bombay Stock Exchange and the National Stock Exchange. Shares in the company were listed on the National Stock Exchange of India in March 2010

Modules Global HR, Absence Management

Project 2 : Digital Nasional Berhad (Malaysia)

Digital Nasional Berhad Digital Nasional Berhad is a Malaysian special-purpose vehicle company owned by the Ministry of Finance Malaysia and is regulated by the Malaysian Communications and Multimedia Commission. DNB was established in early March 2021 to drive the development of the 5G (fifth-generation) infrastructure in Malaysia.

Modules Global HR, Absence Management

Project 3 : AL SAFWA CEMENT COMPANY (Saudi Arabia)

AlSafwa was established in 2007 in Jeddah in the western region of Saudi Arabia as a member of El Khayyat Group – the pioneers in the field of building materials in the kingdom. In February 2012, the company had been further strengthened by the entry of two public funds, the Public Pension Authority (PPA) and the General Organization for Social Insurance (GOSI).

Modules Global HR, Absence Management

Project 4 : Bkash (Bangladesh)

BKash is a mobile financial service in Bangladesh operating under the authority of Bangladesh Bank as a subsidiary of BRAC Bank Limited. This mobile money system service company started as a joint venture between BRAC Bank Limited, and Money in Motion LLC

Modules Global HR, Absence Management

Project 5 : APL Logistics (Singapore)

APL Logistics Ltd. (APLL) is a wholly owned subsidiary of Kintetsu World Express, Inc. (KWE), a Japan-based freight forwarding and transportation company. As a global supply chain specialist, APL Logistics trades in more than 60 countries, serving the automotive, consumer, industrials, and retail verticals. Headquartered in Singapore and USA, APL Logistics has locations across the globe.

Modules Global HR, Absence Management

Certifications:

Global HR
Oracle Recruiting Module



Classic Airconditioners, Chennai

May 2020 —August 2022
CLASSIC AIR CONDITIONERS

- Worked on Core HR and Absence management implementation, understanding client requirement and system configurations.
- Having good experience on creating Absence Plans, Absence Types, Absence Reasons, Repeating Time Period, Absence Processes, and Eligibility Profile with Derived Factor as per the requirement.
- Setting up Core HR and Absence configurations.
- Expertise in creating Lookups, Grades, Job Families etc.,
- Worked on All types of Absence Plans — Accrual, Qualification, and No Entitlement.
- Worked on Workforce Structures, Workforce Profile.
- Configured the Workforce Structures (Locations, Departments, Jobs, and Positions).
- Preparing the documents regarding the same and processing it to different approval levels internally for approvals.
- Worked on the Absence management to determine the employment anniversary date on which you want the accrual plan.
- Defining the reference sets, business units, Emp transfer- Global transfer.
- Configured Absence Types, Plans, Categories, Patterns.
- Worked on enhancing and creating multiple Absence Plans and Types as per the client requirement and the process change.

Project Handled: Mitsubishi Heavy Duty Airconditioners (Thailand)

Client Profile: Mahajak Air Conditioners Co., Ltd. or MACO is one of leaders in Thailand's air conditioning industry. The company was established on September 22, 1988 in Lad Krabang Industrial Estate and all under a joint venture between Mitsubishi Heavy Industries, Ltd., Japan, a leading, world-class engineering concern, and Mahajak Group, a successful company with multifaceted business interests in Thailand.

Modules Global HR, Absence Management

Roles & Responsibility:

- Led end-to-end business process, stakeholder management/ client management and interfacing directly with clients, hiring managers and meeting the staffing requirements
- Executing strategic sourcing techniques to include a variety of resources through channels like job Portals, employee referrals, X Ray search, social media.
- Worked for the various IT Position Requirement like Manual & Automation Test Engineer, Dot Net Developer, , Share point developer, Graphic designer , Project Manager, Software Engineers/Architects /Developers/Administrators, Web Developers, Business Analysts etc requirement.
- Involved in recruitment including sourcing, screening, shortlisting the resumes, scheduling & conducting interviews and negotiating salaries.
- Managed & developed new clients-accounts, Sub vendors, and Bench Companies.
- Led multiple HR activities including sourcing, screening, recruitment, selection, compensation, joining preliminaries, employee relations, termination, job evaluation and training.
- Strategizing annual HR plans and manpower budgets; collaborating with senior management for manpower planning, resourcing, deploying and expansion.

Clients Handled: Atos Syntel, Pay Pal.

**HR & Admin Executive
Kishore Electronics, Trichy****July 2013 to Jun 2015****Roles & Responsibilities:**

- Handle recruitment process such as posting advertisement, phone screening for shortlisting, arranging interview, employment contracts and etc. aligned with local regulations, Company policies and procedures.
- Monitor the implementation of HR policies and procedures followed by manager and staff.
- Update and manage employee records.
- Oversee all administrative tasks in the office compliance and established policies and procedures.
- Establish and maintain appropriate filing and information flow system including filing of vendor contracts.
- Perform reception duties, address all general inquiries and attend to office security matters.
- Accomplishes human resources department and organization mission by completing related results as needed.
- Orients new employees by providing orientation information packets, reviewing company policies, gathering withholding and other payroll information.
- Ensuring new hire paperwork is completed and processed.

**HR Executive
247 HeadHunting, Trichy****Aug2012 to June2013****Roles & Responsibilities:**

- Assist with day to day operations of the HR functions and duties.
- Provide clerical and administrative support to Human Resources executives.
- Compile and update employee records (hard and soft copies).
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training,grievances, performance evaluations etc).
- Coordinate HR projects (meetings, training, surveys etc) and take minutes.
- Properly handle complaints and grievances procedures. Negotiating with staff and their representatives on issues relating to pay and conditions.
- Monthly/Weekly MIS to be sent to the Branch Head/ HR Manager. Handling monthly payroll and yearly forms for the employees. Performs a wide variety of record keeping and payroll processing activities, calculating and recording payroll deductions, processing requests for pay check advances by providing relevant data (absences, bonus, leaves) etc.
- Conduct initial orientation to newly hired employees.
- Handling all the queries of the employees. Be it related to Salary, Leaves, Attendance, and Transfer etc.

ACADEMIC CHRONICLE:

- **B.A Corporate Secretaryship**, Anna Adarsh College , Chennai, with an aggregate of 69% (2000)

PERSONAL PROFILE

Name : Anmol Asrani
Father's Name : Girdharidas
Date Of Birth : 25/10/1980
Gender : Female
Languages Known : Hindi, English and Tamil, Sindhi
Address : Koramangala, Bengaluru- 10

STRENGTH :

- Quick Learner.
- Strong administrative skills.
- Expertise in Multi-Tasking.
- Excellent interpersonal and customer-facing skills.
- Strong communication skills, both written and verbal.
- The ability to work accurately, with attention to details.

DECLARATION:

I hereby declare all information's furnished above are true to my knowledge.

(Anmol Sanjay Asrani)