Insuvai Arumugam

Business System Analyst/ Project - Program Mgmt
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Work Experience

Business System Analyst/ Project Manager, GHRS
Apple - Sunnyvale, CA
October 2017 to March 2018

Actively served as part of Global HR Solutions team supporting changes and enhancements to in-house built HR
applications. Worked closely with cross functional teams, internal & vendor IS&T, business end-users, project
managers, and other team members to gather business, functional and testing requirements, and determine
application configuration.
* Supported the worldwide implementation of Apple's new jobsite across 45+ countries with 20+
different lan- guages, an internal/external jobsite integrated with applicant tracking portal and the core HR systems.
* Authored business, functional and testing specifications of HR systems, which included business user
testing, triaging and prioritizing the bugs to IT, business process, as well as workflow diagrams, and detailed functional
requirements. Lead systems migration, integration, and change management of People Tools.
* Managed localization content and communication between the lead linguist for the translation of the job portal for
30+ countries. Acted as a point of contact for all localization related questions and maintained the master copy
deck (localization content) which acted as the single source of reference for IT.
* Systems & Tools: Applicant Tracking Portal (ATP), Merlin, Jobsite (Internal&External), Radar & ATP Config.

HR Business System Analyst/ Project Lead
Rambus Inc - Sunnyvale, CA
April 2017 to October 2017

Managed US & Canada Payroll Oracle-ADP Integration: Streamlined and synchronized payroll process
by audit- ing new hire reports, 401K contributions and other benefits deduction to ensure compliance with all payroll de-
pendencies. Processed semi-monthly Oracle to ADP US and Canada Payroll Interface.
* Mapped companies entire HR Data flow processes for GDPR regulation: Streamlined the data
work flows, per- formed data audits, and document procedures to ensure data integrity and process efficiency with projects like
onboarding, iCIMS upgrade project & Oracle HCM optimization project.

* Identified solutions to improve data integrity and more efficient ways of making mass changes in the systems.
Ensured systems meet compensation needs and are updated to reflect changes to jobs, salary structures, bonus
and sales compensation programs. This includes creating and performing user testing, acceptance testing and implementation plans.
* HCM reporting and analysis: Created and identified routine and ad-hoc reports from the HRIS/HRMS systems
(iCIMS & Oracle). Data mining and analyzing of trends using OBIEE and Power OBIEE.
* Systems & Tools: Oracle HCM, ADP Payroll, iCIMS, OBIEE, Power BI, SumTotal.

Business Systems Analyst, HCM

Stanford National Accelerator Center - Menlo Park, CA
March 2016 to April 2017

PeopleSoft 9.2 System Implementation: Managed PeopleSoft 9.2 System upgrade, which includes defining
project roadmaps, gathering requirements, designing functional solutions and implementation plan, User Accep- tance Testing (UAT), & creating user manuals.
* PeopleSoft Production Support: System Admin to HR PeopleSoft, Taleo, and other internal HR applications like learning lab, performance tool. Troubleshoot production issues related to HR, Compensation, Payroll and Bene-
fits, including job data issues and transaction workflows. Monitor HR service ticket queue (Service Now and JIRA) and address requests for services, such as new/modifying reports using App Designer Query Tool, em-
ployee data updates and HR action from load failures.
* Web Management: Maintained internal HRDS website and SLAC career site using Microsoft Expressions and Drupal.
* Systems & Tools: PeopleSoft 9.2, Taleo, Drupal, Microsoft Expression, Sharepoint, JIRA.

Senior Executive, Solution Design & Marketing

Tech Mahindra Ltd - Chennai, Tamil Nadu
October 2012 to August 2013

India

* Managed marketing activities for three major revenue-generating verticals (MNF, HRO & BFSI), work included
Analyst Relations, Sales Campaign Management, Solutions Marketing & EventsManagement.
* Solution based Marketing: Identified key solutions from each vertical and facilitated collateral building (sales fly- ers, fact sheet, solution capability presentation & video) and go-to market strategy with events/ roadshows and
business development campaign.
* Analyst Relations Management: Designed and implemented structure, processes, and programs that resulted in market evaluations RFIs (Magic Quadrant, Forrester Wave etc.,) from leading analyst firms such as Everest Group
and Forrester. Facilitated introduction to +20 new analysts through briefings, inquiry call and other Face-to-Face
meetings. Owned analyst briefing deck creation including template, content ideation and structuring.

* Events/ Roadshow: Actively supported/ initiated several leading industry event participation including; CIO sum- mit, NRF, Oracle Retail Breakfast Session, Retail Technology Forum, CIO Conference, FATCA Breakfast Session,
NACHA Internet Council Meeting.
* Systems & Tools: Salesforce CRM, MS Office

HRO Solution Design & Program Manager
Neeyamo Enterprise Solutions (P) Ltd - Chennai, Tamil Nadu
April 2010 to September 2012

India

* Became a valuable member of a start-up from its initial stage and supported in formulating end-to-end HR solu- tion framework. Collaborated with internal technology team to design HR software systems and extended ideas
to strategic marketing through brand creation, messaging and analyst relation.
* Developed a deep understanding of HR functions and business process (Talent Acquisition, Onboarding, Com- pensation, US payroll, Benefits, Learning & Organizational Development, HR Service Center) while working on
various systems including HR PeopleSoft and other talent management/ ERP systems.
* Provided solution design support in configuring modules, as well as assisted clients in the selection, implemen- tation planning, fit analysis, testing, rollout and post-implementation support of SuccessFactors HR application
solutions such as Employee Central, compensation and recruitment modules.
* Streamlined the entire end-to-end HR lifecycle services portfolio and created a solution package for business
development. Crafted 'Go to market' strategy and business plans for the growth of the HRO practice.
* Systems & Tools: MS Office, MS Visio, SuccessFactors HCM

Assistant Project Manager - HRO
US & EMEA Regions - Chennai, Tamil Nadu
January 2008 to April 2010

India

* Bid Management and Sales Enablement function which includes end to end pre-sales support for RFI/ RFPs, involved in winning themes formulation, competitive analysis, knowledge management, oral presentations, re-
search and strategic initiatives. Primarily focused on HRIT services portfolio.
* Worked with high-level executive teams and the office of CEO to craft the final solution walkthrough, service
capability presentation and corporate decks.
* Managed the overall RFP/RFI proposal management that includes analyzing client RFIs, understanding require- ments and crafting solution specific responses. Lead RFIs/RFPs responses in opportunity assessment, qualifi-
cation, developing response strategy, proposal development and feedback process.
* Market Research: Created market segmentation, target key potential prospects, and audience specific market- ing campaigns across different channels. Executed complex analysis and drive insights using SQL and Tableau.
Analyzed and designed reports based on requirements on ad hoc basis using Business Objects.

* Systems & Tools: MS Office, Sharepoint, Adobe Creative

Education

Master of Business Administration in HR & Marketing
Anna University
2006 to 2008

Certification in Project Management
University of California-Berkeley - San Francisco, CA

Skills

- Database
- Oracle
- Power bi
- Peoplesoft
- Sap
- Adp
- Jira
- Pmbok
- Pmi
- Hr
- Bi
- Kanban
- Business Intelligence
- MS Office
- Powerpoint
- access
- testing
- SQL
- Microsoft Office
- Excel
- HTML
- Visio
- SuccessFactor (2 years)

Additional Information

Skills & & Database
Joomla, Service Now, JIRA, Confluence, OBIEE, Power BI.
Agile, Scrum, Kanban, Waterfall, PMI (PMBOK).
Expertise
Systems: PeopleSoft 9.2, Oracle HCM, SAP SuccessFactors, ADP, SumTo-
HR Application tal, Merlin (in-house HCM system)
Expertise

Tools: Taleo, iCIMS, ATP - Applicant Tracking Systems (in-house)