

ALPA GOHIL

Oracle HCM Functional Consultant

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📍 Pune

Professional Summary

Over 5 +years of experience in Human Resources, most notable in New Hire, Orientation, Payroll , Benefits Administration, Performance Management Leave & attendance Management. Ability to ensure compliance to applicable Law, Guidelines, Policies and procedures .**Out of which having around 3+ years of experience as Oracle Fusion HCM Functional Consultant.**

Work Experience

Oracle HCM Functional Consultant

Digital Xpressions Dec - 2020 to Jan -2024

Project	Oracle HCM Implementation – Core HR, Absence Module & Payroll
Duration	Oct 2022 to Jan 2024
Client	Starline Exhibits, Georgie (USA)
Oracle Version	R 13

Role & Responsibilities

- Use Oracle Fusion Functional Set up Manager to implement workforce Deployment.
- Configuration set up related to Core HR, Absence Management Modules using functional set up manager in fusion application.
- Coordinated with offshore and onsite team members.
- Experience in Enterprise Configuration Setup
- Knowledge of custom security job roles for restored features
- Experience in create and manage Legal Entity, Legal Address, Legislative Data Groups, Legal Registrations and Legal employer.
- Experience in set up RDS like job, Grades and Departments.
- Define Absence module, types, reason and plan.
- Experience in Managing &
- Creating flex fields like key flex fields, DFF & value sets.
- Prepared Document Containing detailing payroll configuration
- Set up Retro & Proration Changes update
- Collecting & loading setup using HCM Data Loader.
- Responsible for gathering & documenting all payroll business requirement which included but not limited To element, Costing details, accrual, tax rule & Custom needs.

Project	Oracle HCM Implementation – Core HR, Absence Module
Duration	Sep 2021 to May 2022
Client	Branded Canopy Tent (USA)
<p>Role & Responsibilities</p> <ul style="list-style-type: none"> • Use Oracle Fusion Functional Set up Manager to implement workforce Deployment. • Configuration set up related to Core HR, Absence Management Modules using functional set up manager in fusion application. • Coordinated with offshore and onsite team members. • Experience in Enterprise Configuration Setup • Knowledge of custom security job roles for restored features • Experience in create and manage Legal Entity, Legal Address, Legislative Data Groups, Legal Registrations and Legal employer. • Experience in set up RDS like job, Grades and Departments. • Define Absence module, types, reason and plan. • Experience in Managing & • Creating flex fields like key flex fields, DFF & value sets. 	

Project	Oracle HCM Implementation – Core HR Module
Duration	Dec 2020 to July 2021
Client	CA tradeshow (USA)
<p>Role & Responsibilities</p> <ul style="list-style-type: none"> • Use Oracle Fusion Functional Set up Manager to implement workforce Deployment. • Configuration set up related to Core HR Module using functional set up manager in fusion application. • Coordinated with offshore and onsite team members. • Experience in Enterprise Configuration Setup • Knowledge of custom security job roles for restored features • Experience in create and manage Legal Entity, Legal Address, Legislative Data Groups, Legal Registrations and Legal employer. • Experience in set up RDS like job, Grades and Departments. • Experience in Managing & Creating flex fields like key flex fields, DFF & value sets. • Creating BU, Positions, Departments, LDG. 	

Work Experience

HR Generalist

Orion Digital Pvt Ltd Aug / 2018 - Jan / 2020 Pune

- Supported director of human resources in all functional areas of the HR department.
- These areas included compliance, recruitment, onboarding, reference and background investigations.
- Participated in the cross-functional team to enhance employee engagement.
- Developed and implemented the employee off-boarding procedure: Coordinated with accounting in order to obtain the breakdown of the final paycheck; if the termination was involuntary, acquired the employee's final paycheck.
- Developed and put together the off-boarding packet to include the company property checklist and voluntary exit interview packet.
- Developed and facilitated specialized training for management staff and new employees.
- Prepared personnel files/orientation, notebooks.
- Inputted changes into HRIS and related to merit, promotion, transfer, termination, new hire, benefits and personal information.
- Coordinated requests for background checks, pre-employment Organization.
- Communicating to employees.
- In doing so, I am improving my skills in the areas of talent acquisition, HRIS, training and exit interviews.
- Provided HR related direction to all employees regarding policy & procedure compliance.

Work Experience

HR Officer

Ednit Software Pvt Ltd Sep / 2016 - Jun / 2018 Pune

- Performed searches for qualified job candidates, using sources such as computer databases, networking, Internet recruiting resources and employee referrals.
- Prepared and maintained employment records related to events, such as hiring, termination, leaves, transfers, And promotions, used human resources management system software (used Spine Software).
- Work closely with payroll administrator to ensure accurate and on time payroll processing.
- Provide guideline and assistance in the administration of the annual performance appraisal process and annual employee merit process.
- Handle payroll issues that arise in the company. Contact regarding all employees' benefits related issues for employees, supervisors, third-party administrators, and internal check cutting representatives.
- Training and distribution of all employee benefit information such as health, life, and disability plans to employees and dependents.
- Prepares and/or reviews documentation related to employment matters such as offer letters, new hire and candidate packets prior to database and payroll input.
- Process all termination checks in accordance with the latest state and federal laws.
- Ensures that all edits and maintenance of all timekeeping system attributes related to employee maintenance occur in a timely matter.
- Answers calls, emails, faxes and letters dealing with HR related issues.
- Process all new hires through background checks.
- Contact employees to insure consistent adherence to HR policies, procedures, and practices.
- Assisted with employee relations issues with either employees or managers through effective communication and adherence to company policies and procedures.
- Performed off-boarding processes including exit interviews

Education

MBA -HR

IGNOU, New Delhi

B.Com - Finance and Accounting

M.S University- Vadodara (Gujarat)

Courses

Oracle Fusion HCM

TrioTech Software Training- Hyderabad