**G. SAMSUDEEN**  Contact No: +91 9962186860 Email: samsudeeng@gmail.com

**Career Summary**

A passionate HR Professional with 12 Years of work experience in Global HR Share Service - HR Operation, responsible for managing within the HR Shared service center to provide professional administration support across globe.

Experienced in PeopleSoft HRMS functional 8.8 to 9.1 upgrade project, HR backend process and employees database management across global.

**Core Competencies**

**\*** Team Management **\*** HR Operations **\*** HRMIS Dashboard & reports

**\*** PeopleSoft HRMS Functional **\*** F&F and Exit process **\*** Time and Attendance

**\*** Global Database management **\*** Query handling **\*** Payroll Support

**\*** Talent management **\*** Employee relations **\*** Training & Development

**Employment History**

26th Jun’2006 – 29th Jun’2018

**Designation:** Associate Manager–HR

**Roles and Responsibilities -**

* Experience in leading HR team members.
* Expertise in PeopleSoft HCM, end to end HR operation support across globe.
* Handled Various HR Project to simply HR Operations.
* Responsible in PeopleSoft HCM end to end HR process development & testing with in various scenarios before moving into production.
* Support application configuration and security setup as needed in HRMS tools.
* Develop and maintain standard systems requirement documents including business process workflows, Functional Requirements Documents.
* Experience defining test scenarios based on requirements, including creating test scripts to prove each scenario through system and user acceptance testing.
* Ability to meet deadlines and manage multiple, dynamic priorities.
* HR data Analytics and HRMIS reports.
* Managing team performance and SLA’s to ensure all agents meet SLA on time.
* Time and attendance management.
* Effective communication skills and demonstrated experience working in a team-oriented environment.
* Employees grievance handling (Ensure all employees inquiries are resolved in a timely and effective manner) including escalations and finding the root cause and fixing the issues raised.
* Apply HCM knowledge and industry best practices in developing the to-be business processes and procedures
* Ability to create business process models and identify business process improvements.
* Responsible to coordinate with global HR team (SPOC) to ensure timely completion of Performance appraisal for all employees.
* Handled Vendor Management in timely manner for smooth HR Operations.
* Continuously improve HR Operations processes by undertaking regular reviews weekly, monthly and Quarterly basis.
* Responsible to Coordinate with HR Business Partner to ensure timely completion of performance appraisal in the organization for all employees.

**Achievements**

* HR Excellence Awards Dec’2015 from Vice president & Head of HR
* Received 3 times Appreciation Letter and Gift Cheque from Associate Vice President -HR for outstanding performance in the Performance drive and revision program (PDRP) for all the employees at Sutherland.
* Implemented the Voice Support for HR Shared Service (2500) to support our Current employees and process related info globally.

**Educational Qualifications**

* MHRM - Loyola College, Chennai – (2005)
* BCA - New College, Chennai – (2003)
* HSC - Wesley Higher sec school - (2000)

**Personal Details**

Date of Birth : 17th July’1980

Current Address : No 19/57 Ammaiyappan Street,

Royapettah, Chennai – 60 0014

Languages Known : English, Hindi and Tamil.

**Declaration**

I hereby declare that the above given information are true to the best of my knowledge.

Date:

Place: (G .SAMSUDEEN)