

A R ARYA

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OBJECTIVE

To work with an organization that gives an opportunity to learn and grow. at the same time provides a chance to contribute towards the organization growth.

EDUCATIONAL CREDENTIALS

M.B.A (Human Resource Management & Marketing)	Anna University, Trichy (2009-2011)	83%
BSc Biotechnology	Malankara Catholic College (2006-2009) MS University, Tirunelveli	77%
12th Board of Kerala	Evans Higher Secondary School, Parassala (2004-2006)	75%
10th Board of Kerala	PPMHS Karakonam (2003-2004)	85%

TECHNICAL SKILLS

ERP	SAP R/3 HR, MM, SAP, ECC 6
Operating Systems	WINDOWS (XP), WINDOWS (NT/2000)
Packages	MS OFFICE

STRENGTHS

- Completed ERP-SAP HR &MM Module in SEA Technologies. BP ID: **1546422.**
- **Overall 5 years of experience as HR Executive**
- Good and Strong Communication Skills, Fast Learner, Team Player and Self-Motivated.
- Co-operative, Punctual and Responsible.
- High caliber interpersonal & presentational skills.

SAP-HR SKILLS

- Exposure to Personnel Administration (PA), Organization Management (OM), Time Management (TM), Recruitment & Payroll Processes.
- Exposure in various phases of ASAP methodology.
- Data Migration using LSMW.
- Strong understanding on ticket based support.
- **Personnel Administration (PA) :**
 - Developed Enterprise structure to fit company needs including personnel area, personnel sub-area, employee group and employee sub-group.
 - Configured and maintained the master data of the company using the transactions PA30 and PA40.
 - Configured individual personnel numbers for the various assignments given to employees (Concurrent Employment)
 - Created personnel action and reasons for actions as per the enterprise requirement.
- **Organization Management (OM) :**
 - Created and Maintained the Organizational Structure Objects, Organizational Unit, Jobs, and Positions.
 - Created and Maintained Organizational and Staffing Hierarchy through Transaction Codes PPOCE and PPOME.
 - Maintained Profiles, User Master Record and Infotypes.
 - Involved in Integration with the Personnel Administration.
 - Defined own Column Groups and Header Types.
- **Time Management (TM) :**
 - Maintained the time evaluation schemas TM04 and TM01.
 - Created work schedules, period work schedules, daily work schedules, and monthly work schedules rules and planned working time.
 - Updated the info type 2001 (Absence) for all the holidays, leaves and vacations.
- **Payroll:**
 - Configured Payroll Area, Control Records, Payroll Period, Date Modifiers, Payroll Accounting Area, Calendar for Cumulations, Pay scale Structure, Pay scale area, Basic Pay, Wage Types

SAP-MM SKILLS

- Setting up Material Management Organizational Structure.
- Creation of Master data, which includes the material master, Vendor master, source list, Info Records, Partner Function and Partner Determination
- Configuration of Purchase Requisition, which includes creation new, document types, access sequences, condition tables.
- Configuration of document type settings for PO, RFQ, Contracts agreements and assignment of number ranges.
- Maintaining MIGO, MIRO Reports, Pricing Condition, Message Type, Inventory Management, Release Procedure, STO, CIN and LSMW

WORK EXPERIENCE

1) Worked as HR Executive in **Springfield HR Services, Chennai** India since March 2012 to April 2013.

Key Responsibilities (HR Executive):

- Involved in the full life cycle recruitment process (IT, Non-IT, ITES) from getting the requirements from respective Team Lead.
- Sourcing candidates through Database, Referrals, Job postings, Bulk Mails, and Social Networking to develop a qualified pool of candidates with relevant and quality candidates within the stipulated timeframe.
- Extensive experience in sourcing, identifying, and closing the position.
- Dedicated work ethic and strong skills in time management, prioritizing tasks and meeting deadlines.
- Short-listing candidates as per the skill specifications and matrix given by client.

- Submitting the candidates resume to the client and scheduling the client interview.
- Conducting initial telephonic interviews and identifying the good candidates.
- Follow up with the candidate and client after the interview and maintain excellent relationships
- Update the Candidates details and Status in the MIS.
- Managed recruiting process from requisition initiation to sourcing, to acceptance of offer and final placement.
- Based upon the Designations/Levels to be offered to the candidates, total years of experience, relevant experience, qualification and technical ratings, the salary will be offered.
- Processing offers for final shortlisted Candidates.
- Keeping in touch with the offered candidates and keeping them well informed till the time they join.

2) Worked as Branch Recruiter with **GI Staffing Solutions Pvt Ltd** (An GI Group Company), Chennai from May 2013 to April 2014.

Key Responsibilities (Branch Recruiter):

- Understanding the requirement & Job description as per hiring criteria.
- Handling all functions of recruitment from sourcing of candidates through in house database, job portals, referrals, etc.
- Scrutinizing, screening and short listing resumes based on specific criteria, skills, platforms, qualifications and relevant experience.
- Interacting with clients for scheduling of Interviews & drives or lineup.
- Achieving Monthly target.
- Reporting to Branch Manager.

- Maintain Candidates Tracking Sheet& MIS reports for keeping better track with the management.
- Taking care of joining formalities,payroll,PF,esi etc.

3) Worked as Sr.HR Executive with **Invobiz Solutions Pvt Ltd,Chennai** from June 2014 to January 2015.

Key Responsibilities (Sr.HR Executive):

- Responsible for handling both overseas & domestic recruitment and post recruitment operation activities.
- Involved in sourcing / screening, Shortlisting the potential candidates from various Job portals, company database, networking & referrals.
- Flair in Managing e-recruitment sites like Naukri and Monster.
- Managing walk-in interviews,Conducting Telephonic and Skype interviews.
- Taking care of Entry level, Middle level & Senior Level recruitments for both overseas and domestic.
- Responsible for pre - post interview process like medical, visa process & mobilization.
- Negotiating with the candidates regarding their offer/ compensation.
- In additional responsible for Branch office administration -Attendance preparation, completing the joining formalities of internal staffs & Back office operations.
- Preparing Weekly and Monthly reports and submitting to management
- Database maintenance.

4) Worked with **Larsen &Toubro Limited,Chennai** from July 2015 to July 2017

SAP HR Associate-SSC

Key Responsibilities

- SAP HCM support for PA-OM &PMS Modules
- Data entry support to all regions (Especially Construction IC's)
- L1 Helpdesk HR support for all regions.
- Data Migration
- Working on various actions for employees hire to retire cycle
i.e.Hiring, FastHiring, Probation, ExtendProbation, ChangeinPay, Transfer, Confirmation, Promotion, OrganizationalReassignment, DeputationIn, DeputationOut, PreSeparation, Separation, Termination, Resignation, Retirement, Deathof an Employee etc.
- Well versed with LSMW and BDC Uploads.

ACHIEVEMENTS

- Secured University rank in MBA(2011)
- Secured University rank in Bsc Biotechnology.(2009)
- Attended National Level seminar on “Current management Practices”.
- Published an article on”Trends in Human resource planning” in A.R.G College.

PERSONAL DETAILS

Date of Birth: 11th August 1989.

Languages known: English, Malayalam, Tamil, Hindi.

Extra-Curricular Activities: Music, Photography, Surfing Internet.

Place: Trivandrum
Date: 20/01/2022

A.R.ARYA