SAIFULLA

[Saifulla.339009@2freemail.com](mailto:Saifulla.339009@2freemail.com)

Associate HR Solutions Representative

HR| HR Information System| BI Reporting

Aim to work for a progressive organization in a growth oriented position that gives enough scope to sharpen my skill according to the latest demands and contribute in the capacity of a seasoned & mature finance professional to organizational growth.

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| Experience |  | Associate HR Solutions Representative, HR Shared services – HR Information System and Global Education Support  EMC2(Bangalore, India), June 2014 – Jan 2017   * Report development – Dashboards, scheduled and ad-hoc reports, review and audit report preparations. * Access rights/Privilege management in PeopleSoft CRM, IBM Kenexa Brassring and MARS (EMC internal tool). * Technical implementations including software application installation, user training, support and incident management. * Participating in top management business review meetings and presenting monthly/quarterly process data for global locations (NaLa, EMEA and APJ). * Document preparation including SOP (Standard operating procedure) and audit management. |
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| Education |  | **BACHELOR OF BUSINESS MANAGEMENT**: Bangalore University (Bangalore, India), 2011 – 2014  Graduated in Sree Veerendra Patil Degree College with aggregate of 50.09%. |
| Training and Certifications |  | **SOFTWARE TOOLS CERTIFICATION:** Study Analytics (Bangalore, India), 2015 – 2016.   * BASE SAS * Advanced Excel * VBA/Dashboards   **LEAN SIX SIGMA – Yellow belt certification:** EMC2 (Bangalore, India), 2015. |
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| Projects |  | **REPORT CLOSURE**: To save utilization – Dec 2016  The purpose of this task is to save utilization of the team. Process is to identify reports which are not necessary for the business and interacting with the customer to understand the business need and demising the reports after getting the approval from the customers. |
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| Skills |  | SOFTWARE & APPLICATIONS: Microsoft office, PeopleSoft CRM, SFDC, BASE SAS, All operating systems. |
| Profile |  | * A dynamic professional with **2.5 years of experience** in **BI reports and L&D.** * Managing process, ensuring efficient running of the entire process responsibilities to deliver based on TAT agreed with the clients. * Expert in superior client satisfaction levels by ensuring that all services meet all clients’ needs. * Possessing valuable insights by performing analysis on data and team approach to implement best practices, adept at working in stressed environments with strict deadlines and multiple deliverables. |
| STRENGTH |  | * Good oral and written communication skills * A high tolerance of stress and enjoys responsibilities * Quick learner with good grasping ability * Action-oriented and result-focused * Very good leader quality * Very good time management skill |
| Achievements |  | * Awarded Bronze award for Recreation of SOP (Standard Operating Procedure) * Awarded Cause for applause award for Value added Process improvement ideas. * Star of the Quarter Q3’16 * Key performer of the Quarter Q1’16 |
| PERSONAL TRAITS |  | Highly motivated, capable to work under pressure, easily understanding and able to meet the target, to adapt myself to the cultural and the technological aspects of an organization.  Languages Known: English, Hindi, Urdu and Kannada.  Date of Birth: 26 Nov 1994  Country: India |
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