SAP HRIS MANAGER RESUME

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Career Goal:

An ingenious and talented professional seeking the position of a SAP HRIS Manager to further enhance organizational worth utilizing my knowledge in SAP FICO, MS Office, Payroll and benefit system.

Technical Skills:

Outstanding knowledge of SAP related functions:

- Integrated HRIS
- Payroll
- Benefit system

Adept with software applications:

- PeopleSoft 9.0/ 8.3/ 7.5
- SAP ECC 6.0
- ADP V3/ V5

Expertise in utilizing tools like:

- Ceridian, Deltek
- Taleo 10/ 11b
- Cognos, VTAS

Proficient in utilizing Microsoft applications:

- MS Office suite
- Project
- Visio

Solid understanding of programming languages:

- Visual Basic
- Cognos 8
- SQL

Quick and brilliant with software tools:

- SAP Query
- Report Smith
- Ceridian Power Query

Immensely talented in using other tools like:

- TOAD
- PS Query
- Enterprise Query

Sound abilities to:

- Effectively manage and lead cross functional teams
- Manage business intelligence systems and ad hoc reporting functions

Relevant Experience:

SAP HRIS Manager
Rockwell Automation
January 2012 – Present
Grand Rapids, MI

- Executed and maintained SAP HR systems with system testing processes.
- Prepared data infrastructure and implemented business process mapping.
- Managed data entry functions for new employees and pay changes.
- Maintained and updated HR intranet site with detailed and accurate information.
- Generated and submitted reports for performance review functions.
- Designed metric tools and managed applicant tracking systems.

- Supported company based SAP systems and administered HRIS applications.
- Provided assistance for training opportunities of HR systems.

SAP HRIS Manager
L-3 Communications
November 2010 – January 2012
Salt Lake City, UT

- Resolved organizational staff issues and suggested alternative course of action.
- Documented, implemented and tested disaster recovery plans of applications.
- Executed all HRIS functions with necessary modifications and upgrades.
- Coordinated with external vendors for product reviews and contract processes.
- Formulated effective processes for departmental activities and functions.
- Designed and executed business cases and plans as per SDLC methodologies.
- Evaluated and reported project status to managers on timely basis.
- Maintained and updated personnel files and file retrieval methods.

Educational Background:

Master's Degree in Information Systems
Clover Park Technical College
August 2008 – May 2010
Lakewood, WA

Professional Certification:

SAP Certified Application Associate – Human Capital Management with SAP ERP 6.0July 2010

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