

**MEHMET KAYA**  
**CONSULTING DIVISION MANAGER & SAP HCM CONSULTANT**

**Personnel Detail**

Date of Birth : 06/Feb/1982  
Gender : Male  
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**Career History**

**01/2012 – to date**      **HRSP Software and Consulting, Turkey**  
*Consulting Division Manager & Solution Architect & SAP HCM Consultant*

**11/2010 – to date**      **HRSP Software and Consulting, Turkey**  
*SAP HCM Principal Consultant*

**03/2008 – 04/2010**      **Coca Cola İçecek A.Ş.**  
*Business Solution Analyst (HR)*

**02/2007 – 02/2008**      **MBIS Consulting - Management Business Information Service**  
*SAP HR Consultant*

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**Experience/Project Work**

**Arcelik A.S.; Turkey**

<b>Industry</b>	Household Appliances Manufacture
<b>Project Description/Scope</b>	Success Factor(Succession and Development, Jam, onboarding, Performance Management, Learning, Requiring) ECC 6.0
<b>Version</b>	
<b>Role</b>	Project Manager
<b>Duration</b>	6 Months, 04/2015- Continues
<b>Responsibilities/Deliverables</b>	Project Manager and Technical Leader
<b>Achievements</b>	Project Engagement of functional and technical projects items between SAP and SF. Working with clients to determine project definition and business requirements. Managing client and stakeholder relationships at project level. Providing leadership to project teams and clients in a Project Environment. Advising clients on project governance. Setting up an appropriate project organization. Developing work plans and coordinating the activities of the project team and sub-team. Managing project planning and scheduling. Control scope, time and budget of project. Recourse management and planning. Succession and On boarding will be on Live at 1 <sup>st</sup> of June.

**Coca Cola Icecek A.Ş, Azerbaijan**

<b>Industry</b>	Food and Beverage
<b>Project Description/Scope</b>	SAP Payroll -Azerbaijan
<b>Version</b>	ECC 6.0
<b>Role</b>	SAP HCM Principal Consultant
<b>Duration</b>	4 Months, 11/2014-03/2015
<b>Responsibilities/Deliverables</b>	SAP HCM Consultant
<b>Achievements</b>	Plan, Design, Configuration and Development of the company's SAP Payroll authorization application solutions in line with business requirements. Implementing and configuration all PY and Negative Time Management structure with integration to other third party program. Customizing Cross application time sheet and calculate payroll with entered hours for BC. Shift Planning with using standard SAP customization. Ad-hoc reporting, customization and authorization with creating new recruitment field with selection by ABAP coding. Correcting business process Implementation for 500+Employee.

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**Coca Cola Icecek A.Ş, Turkmenistan**

<b>Industry</b>	Food and Beverage
<b>Project Description/Scope</b>	SAP Payroll -Turkmenistan
<b>Version</b>	ECC 6.0
<b>Role</b>	SAP HCM Principal Consultant
<b>Duration</b>	4 Months, 07/2015-10/2015
<b>Responsibilities/Deliverables</b>	SAP HCM Consultant
<b>Achievements</b>	Plan, Design, Configuration and Development of the company's SAP Payroll authorization application solutions in line with business requirements. Implementing and configuration all PY and Negative Time Management structure with integration to other third party program. Customizing Cross application time sheet and calculate payroll with entered hours for BC. Shift Planning with using standard SAP customization. Ad-hoc reporting, customization and authorization with creating new recruitment field with selection by ABAP coding. Correcting business process Implementation for 500+Employee.

**INTELTEK,Turkey & Azerbaijan**

<b>Industry</b>	Dealership
<b>Project Description/Scope</b>	SAP HR Renewal 2.0 –ESS&MSS
<b>Version</b>	ECC 6.0
<b>Role</b>	SAP HCM Principal Consultant & Project Manager
<b>Duration</b>	5 Months, 07/2015-12/2015
<b>Achievements</b>	Plan, Design, Configuration of HR Renewal 2.0. Writing basic java scripts with BSP. Create and activate ODATA Service. Customizing all system standard. Create forms with using FPM. Basic System optimization to engage with HR renewal 2.0. Basic knowledge of UI5 Technology.

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### **CONSULTING DIVISION MANAGER & SAP HCM CONSULTANT**

#### **Arçelik A.S; France, Germany, Italy, Austria, Russia, Ukraine, Romania, Poland, Australia, Spain, Nordic Countries.**

<b>Industry</b>	Household Appliances Manufacture
<b>Project Description/Scope</b>	SAP-OM-PA-ESS-MSS-Authorization (Countries; France, Germany, Italy, Austria, Russia, Ukraine, South Africa, China, Romania, Poland, Australia, Spain)
<b>Version</b>	ECC 6.0
<b>Role</b>	Solution Architect & SAP HCM Principal Consultant
<b>Duration</b>	8 Months, 05/2014-Continues
<b>Responsibilities/Deliverables</b>	Solution Architect & SAP HCM Consultant
<b>Achievements</b>	Plan, Design, Configuration and Development of SAP HCM, PA ESS&MSS, Positive Time Management, OM , Global HCM authorization with structure authorization with whole countries. Application solutions in line with business requirements. Analyzing requirements, specifications and solution designs to ensure reuse of existing solutions, to drive standardization and to ensure solution integrity and alignment with best practices. Adapting the whole Time management structure to whole subsidiaries. Analyzing the Time management process for countries which is in scope. Realization of positive time management. Customizing ALE / Idoc to share various HR data to Koc Holding Shared Data System and countries Payroll System. Build all Global Authorization structure with "Context-Depend Structural Authorization Check". Carry out the necessary activities in the business blueprint phase, for example, assign transactions, general documentation, or business functions. Setup whole efficient key user and end user training, UAT and go live plan for every country one by one. Implementation for 20000 + employee. As of today UK, Ireland, Russia, Ukraine, Germany, Austria is on live. Romania, Italy, Poland, Spain, Nordic Countries and France is Continues.

#### **Coca Cola Icecek A.Ş, Turkmenistan**

<b>Industry</b>	Food and Beverage
<b>Project Description/Scope</b>	SAP-Turkmenistan PA-OM
<b>Version</b>	ECC 6.0
<b>Role</b>	SAP HCM Principal Consultant
<b>Duration</b>	3 Months, 01/2013-03/2014
<b>Responsibilities/Deliverables</b>	SAP HCM Consultant
<b>Achievements</b>	Plan, Design, Configuration and Development of the company's SAP HCM, PA, OM, authorization application solutions in line with business requirements. Implementing and configuration all PA-OM structure with integration to other third party program. Ad-hoc reporting, customization and authorization with creating new recruitment field with selection by ABAP coding. Correcting business process Implementation for 400 + employee.

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### **CONSULTING DIVISION MANAGER & SAP HCM CONSULTANT**

#### **Coca Cola Icecek A.Ş, Iraq**

**Industry** Food and Beverage  
**Project Description/Scope** SAP-IRAQ Payroll Project (inc. South & North Iraq)  
**Version** ECC 6.0  
**Role** SAP HCM Principal Consultant  
**Duration** 6 Months, 10/2013-01/2014--06/2014-09/2014  
**Responsibilities/Deliverables** SAP HCM Consultant  
**Achievements** Plan, Design, Configuration and Development of the Iraq Coca Cola Payroll. Implementing and configuration all Iraq payroll process with legal requirement. Implementation for 400 + employee. The Project was included South Iraq and North Iraq policies and legal necessities with two payroll driver. Successfully completed all testing milestones on time with minimal issues. This was accomplished in an environment with challenges ranging from cultural to language barriers.

#### **Arçelik A.Ş, Turkey**

**Industry** Household Appliances Manufacture  
**Project Description/Scope** SAP-OM-PA-ESS-MSS-Authorization  
**Version** ECC 6.0  
**Role** SAP HCM Principal Consultant  
**Duration** 8 Months, 05/2013-Continues  
**Responsibilities/Deliverables** SAP HCM Consultant  
**Achievements** Plan, Design, Configuration and Development of SAP HCM, PA ESS&MSS , OM , Time Management, Training and Event Management, Global HCM authorization with structure authorization. Application solutions in line with business requirements. Analyzing requirements, specifications and solution designs to ensure reuse of existing solutions, to drive standardization and to ensure solution integrity and alignment with best practices. Customizing ALE / Idoc to share various HR data to Koc Holding Shared Data System. Build all Global Authorization structure with "Context-Depend Structural Authorization Check" and worked with single and composite roles in a global environment. Create new KPI reports for all company need. Implementation for 13000 + employee. Training and Event management is implemented for all subsidiaries countries.

## **MEHMET KAYA**

### **CONSULTING DIVISION MANAGER & SAP HCM CONSULTANT**

#### **Fiat-Tofas, Turkey**

**Industry** Automotive  
**Project Description/Scope** SAP-PD(Qualifications and Requirements, Career Management, Work Processes Design, Solution Architect)  
**Version** ECC 6.0  
**Role** SAP HCM Principal Consultant  
**Duration** 8 Months, 12/2012-12/2013  
**Responsibilities/Deliverables** SAP HCM Consultant  
**Achievements** Plan, Design, Configuration and Development of the company's SAP HCM, PD ESS&MSS, Qualification Management for BC and WC, Business Process Design in line with Business Requirements Identifying what can be covered via SAP's standard configuration and what can be covered via custom development and for custom developments (custom forms, reports, interfaces, conversions, enhancements, workflows, etc.) reviewing and preparation of functional specification documents and configuration.

#### **MAPNA Electric & Control, Iran**

**Industry** Engineering & Manufacturing  
**Project Description/Scope** SAP-PD(Qualifications and Requirements, Career and Succession Planning and Requirement)  
**Version** ECC 4.6c  
**Role** SAP HCM Consultant  
**Duration** 1 months, 06/2012  
**Responsibilities/Deliverables** SAP HCM Consultant  
**Achievements** Business process designing all about qualification catalog, career and succession planning within business requirements. Implementing qualification catalog and recruitment to drive standardization and to ensure solution integrity and alignment with best practices. Customizing standard-text of requirements for email to candidates and business process owner. Reporting by systems reports and Ad-hoc reporting to use PD Modules and Recruitment statistics by creating Info sets – User groups and Queries with running by transaction.

#### **Komsu Fırın, Turkey**

**Industry** Food and Beverage  
**Project Description/Scope** SAP-PA-OM-PY-TM & Budget Planning Support  
**Version** ECC 6.0  
**Role** SAP HCM Consultant  
**Duration** 4 months, 11/2011 – Support is continue  
**Responsibilities/Deliverables** SAP HCM Consultant  
**Achievements** Business process designing personal cost planning and simulation. Responsible for the existing implementation and future requirements analysis for personnel cost planning and simulation SAP module review. Planning of headcount at department level by month and employee type for headcount planning. Data collection with using cost items for jobs and employee and collapse with custom and standard report Calculating cost items by using cost planning simulate payroll run for cluster CB and table PCL5. Continuous localization support for all payroll functionalities.

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### **CONSULTING DIVISION MANAGER & SAP HCM CONSULTANT**

#### **Aygaz, Turkey**

**Industry** Oil  
**Project Description/Scope** SAP Time Management project (TM)  
**Version** ECC 6.0  
**Role** SAP HCM Lead Consultant  
**Duration** 4 months, 09/2011 – Continues  
**Responsibilities/Deliverables** SAP HCM Consultant  
**Achievements** Overall responsibility for business blueprint and customizing for Positive Time Management. Implementing for 1500+ Employee and 6 different locations. Customizing positive time management schema, personal work schedule, dynamic shift management, payroll integration, absences management, and quota management, holiday calendar, overtimes and all Recruitment with positive time management module. Using standard rules for time management schema to calculate time events.

#### **Fiat-Tofas, Turkey**

**Industry** Automotive  
**Project Description/Scope** Full-cycle SAP HR project (PA-OM-RECRUITMENT-ESS-MSS-Performance Management with ESS-MSS)  
**Version** ECC 6.0  
**Role** SAP HCM Lead Consultant  
**Duration** 8 months, 06/2011 – 05/2012  
**Responsibilities/Deliverables** SAP HCM Consultant  
**Achievements** Plan, Design, Configuration and Development of the company's SAP HCM, PA ESS&MSS, OM, Performance Management, Authorization application solutions in line with business requirements. Implementation of ESS and MSS standard services and management of the development of the new ESS&MSS services. Responsible for Who is Who, Time Statement, PCR's, Leave Request, business e-forms Integration, Performance Management with ESS/MSS. Internal Recruitment Process with ESS; Manage internal recruitment process using Employee Self Service and SAP HR Module. Design recruitment process in SAP ECC 6.0 with standard functionalities. Design screens for internal applications and announcements with WebDynpro ABAP Design reports for applicant selection. Planning testing strategy, test scripts, training manuals, UAT and integration testing working on quality center to determine and resolve defects

#### **Boyner Holding, Turkey**

**Industry** Merchandising-Textile  
**Project Description/Scope** Full-cycle SAP HR improvements project (PA-PY-OM)  
**Version** ECC 6.0  
**Role** SAP HCM Consultant  
**Duration** 3 months, 04/2011 – 07/2011  
**Responsibilities/Deliverables** SAP HCM Consultant  
**Achievements** Analyzing and designing of split payroll processes and improve all PA-OM-PD-PY functionalities. Implementing for 5000+ employee and 8 companies.

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**THY- Opet, Turkey**

<b>Industry</b>	Oil
<b>Project Description/Scope</b>	Full-cycle SAP HR project (PA-PY-OM)
<b>Version</b>	ECC 6.0
<b>Role</b>	SAP HCM Consultant
<b>Duration</b>	3 months, 12/2010 – 02/2011
<b>Responsibilities/Deliverables</b>	SAP HCM Consultant
<b>Achievements</b>	Analyzing and designing of payroll processes, successful implementation of SAP PA-OM and Payroll modules. It was included all functional consultancies and some part of ABAP tasks.

**Uno, Turkey**

<b>Industry</b>	Food and Beverage
<b>Project Description/Scope</b>	Full-cycle SAP HR project (PA-PY-OM-TM)
<b>Version</b>	ECC 6.0
<b>Role</b>	SAP HCM Consultant
<b>Duration</b>	4 months, 11/2010 – 02/2011
<b>Responsibilities/Deliverables</b>	SAP HCM Consultant
<b>Achievements</b>	Analyzing and designing of payroll processes, successful implementation of SAP Payroll module, SAP Positive Time Management Implementation with HRSP PDC 1.0.HRSP PDC 1.0 is a certified sap program to take the current clock in and clock out data from terminals to SAP 2011 directly.

**Coca-Cola İçecek, Turkey**

<b>Industry</b>	Food and Beverage
<b>Project Description/Scope</b>	Sales Premium System
<b>Version</b>	ECC 6.0
<b>Role</b>	Business Solution Analyst HR
<b>Duration</b>	9 months, 01/2009-09/2009
<b>Responsibilities/Deliverables</b>	SAP HCM Consultant and Project Manager
<b>Achievements</b>	Prepared company specific sales premium payroll system on SAP and integrated with .net. Creating the Sales premium schema with integration to monthly sales target and result. Calculate the amount in the schema and send it to payroll to pay it.

**Coca-Cola İçecek, Turkey**

<b>Industry</b>	Food and Beverage
<b>Project Description/Scope</b>	Training and Event Management
<b>Version</b>	ECC 6.0
<b>Role</b>	SAP HCM Consultant
<b>Duration</b>	2 months, 01/2009-03/2009
<b>Responsibilities/Deliverables</b>	SAP HCM Consultant
<b>Achievements</b>	Analyzing and designing of SAP Standard Training and Event Management module with all functionalities. It's included all Training tree, resources event creation, mail configuration, budget integration which was used at CO module integration. Creating the Training structure and make all necessary customizing with using system standard methodologies.



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**Coca-Cola İçecek; Turkey**

<b>Industry</b>	Food and Beverage
<b>Project Description/Scope</b>	E-Forms( Workflow project )
<b>Version</b>	ECC 6.0
<b>Role</b>	Business Solution Analyst HR
<b>Duration</b>	11 months, 05/2008-04/2009
<b>Responsibilities/Deliverables</b>	SAP HCM Consultant and Project Manager
<b>Achievements</b>	Performance, Vacation (Annual leave and related leave request.), Overtime and Other Personal related forms managed and analyzed project, integrated with SAP system. It was started with the architect the forms, write business blueprint and functional and technical specs, end user testing, manage the test scenarios. Live support about E-forms.

**Coca-Cola İçecek, Turkey**

<b>Industry</b>	Food and Beverage
<b>Project Description/Scope</b>	SAP HCM Support (2900 employee)
<b>Version</b>	ECC 6.0
<b>Role</b>	Business Solution Analyst HR
<b>Duration</b>	2 Year, 04/2008-04/2010
<b>Responsibilities/Deliverables</b>	SAP HR PA/OM/PY consultant
<b>Achievements</b>	In charge of the Payroll processes review and design and customizing. Workshops with payroll key users to identify their business requirements, maintain all legal changes related payroll about Turkey Social Security, Income Tax and Insurance policies. Supporting all functionalities related hr authorization, reporting, integration with sap and non-sap system.

**Coca-Cola İçecek, Jordan**

<b>Industry</b>	Food and Beverage
<b>Project Description/Scope</b>	Jordan CCI- SAP HR Implementation PA-OM-PY
<b>Version</b>	ECC 6.0
<b>Role</b>	Business Solution Analyst HR
<b>Duration</b>	(05.2008-10.2008) Project Time. (10.2008-04.2010) Support and Maintenance.
<b>Responsibilities/Deliverables</b>	SAP HR PA/OM/PY consultant
<b>Achievements</b>	Jordan SAP HR Implementation PA-OM-PY; Workshops with key users to identify their business requirements, Personnel calculation schema and rules design, Pay slip form and legal reports design and customizing, PA, OM, Country specific infotype creation and reports.

**Coca-Cola İçecek, Kazakhstan**

<b>Industry</b>	Food and Beverage
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## **MEHMET KAYA**

### **CONSULTING DIVISION MANAGER & SAP HCM CONSULTANT**

**Project Description/Scope** Kazakhstan CCI- SAP HR Implementation PA-OM-PY  
**Version** ECC 6.0  
**Role** Business Solution Analyst HR  
**Duration** 2 Year (04.2008-04.2010)  
**Responsibilities/Deliverables** SAP HR PA/OM/PY consultant  
**Achievements** Kazakhstan PA, OM, PAYROLL rollout project, support and maintenance HR PA (Personal Administration), OM (Organizational Management) and Payroll Processes and various country specific application support. Supports' included rule maintenance, schema maintenance, reporting and overall user support.

#### **Coca-Cola İçecek, Turkey**

**Industry** Food and Beverage  
**Project Description/Scope** SAP R/3 Recruitment  
**Version** ECC 6.0  
**Role** SAP HR Consultant  
**Duration** 2 Months 05/2008 - 06/2008  
**Responsibilities/Deliverables** SAP R/3 Recruitment Consultant  
**Achievements** Implementation of SAP Recruitment and go on productive live as planned. Created new actions with business requirement. Mail trigger with manager and for new recruits. Designed reports to find the right candidate from system.

#### **Çayeli Bakır A.Ş., Turkey**

**Industry** Mining  
**Project Description/Scope** Full-cycle SAP HR project  
**Version** ECC 6.0  
**Role** SAP HR Consultant  
**Duration** 6 months, 09/2007 – 02/2008  
**Responsibilities/Deliverables** Responsible from business gap analysis of HR system to productive live run on SAP  
Productive live on SAP HR payroll on planned time, HR PA(Personal Administration) and Payroll Processes  
HR(TM)-PM Integration with CATS (Cross Application Time Sheet).

## **MEHMET KAYA**

### **CONSULTING DIVISION MANAGER & SAP HCM CONSULTANT** **Aytemiz Akaryakıt Dağıtım ve Pazarlama A.Ş., Turkey**

<b>Industry</b>	Oil
<b>Project Description/Scope</b>	Full-cycle SAP HR project
<b>Version</b>	ECC 6.0
<b>Role</b>	SAP HR Consultant
<b>Duration</b>	6 months, 07/2007 – 01/2008
<b>Responsibilities/Deliverables</b>	SAP HR PA/OM/PY consultant
<b>Achievements</b>	HR master data and organizational management modules, payroll configuration

### **Tureks Inc. , Turkey**

<b>Industry</b>	Mining,
<b>Project Description/Scope</b>	Post Production Support
<b>Version</b>	ECC 4.6
<b>Role</b>	SAP HR Consultant
<b>Duration</b>	2 months, 10/2007 – 01.2008
<b>Responsibilities/Deliverables</b>	Post Production Support on PY

**MEHMET KAYA**  
**CONSULTING DIVISION MANAGER & SAP HCM CONSULTANT**

**Education**

University of Marmara, Istanbul, Turkey  
Business Administration, Graduated 2007

**Languages**

English fluent (written/speaking)

**References**

References from my clients are always available upon request.