

# Adam Saperstein

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## Summary

With years of experience of managing different systems and extracting and transforming data in preparation for Analysis, I automatically use a combination of commercial reporting tools, SQL, and Excel query tools to create reports and in-depth analysis. I have worked almost exclusively within the HR/Payroll world, so I can anticipate most needs within an organisation; my background of systems and data analysis gives me the skills and knowledge to utilise multiple data sources to meet those needs and respond to changes in business processes in a robust manner.

## Professional Qualifications

- [edX Verified Certificate for Analyzing and Visualizing Data with Excel](#)
- [edX Analyzing and Visualizing Data with Power BI](#)
- Lean SixSigma GreenBelt
- Prince2 Practitioner

## Skills and Experience

### Technical Skills

- Excel (incl Powerquery)
- SQL Queries and Views
- PowerBI
- Business Objects
- OpenHR
- HR.Net
- iTrent
- Visio (Org Charts)
- DAX
- M
- Jira (as user)

### Business Experience

- Extraction, Transform and Load
- Business Process Analysis
- Reporting and Dashboards
- 3<sup>rd</sup> Party supplier relationships
- Data integrity and cleansing
- Data Migration
- International Exposure
- System configuration
- Tender Evaluation
- Projects and Change Control

### HR and Related Analysis

- HR and People
- Payroll
- Comps and Bens
- Pension
- Learning and Development
- Time and Attendance
- Organisational Design

## Core Competences

Unless otherwise stated, all my HRIS jobs have required most, if not all, of the following:

- Support for stakeholders at all levels, in multiple locations, and local to international
- Managing Third party supplier relationships
- Designing and Implementing new reporting solutions using advanced Excel modelling:
  - Dashboards
  - Regular MI reporting and ad hoc requests
- Configuring systems and HR processes to align with Business Process Analysis
- Improved data quality
- Extraction and Transformation for either Reporting or Loading (ETL) into another system

## Most Recent Role (Full employment breakdown on following page)

03/2017-05/2020 **HR Systems Analyst – Cambian Group/CareTech**

System Administrator for HR.Net: ETL to iTrent

- Checked, Tested, and Approved third party's data extraction processes for migration
- Conducted Strategic Analysis of the data in two systems (HR.Net and DataPlan: HR and Payroll) for migration into iTrent, part of Organisational Change project
- Conducted test migration runs under change control

## Employment

06/2020-Current     **Available**

My final contract renewal ended, by mutual agreement, in May just as Covid 19 took hold

03/2017-05/2020     **HR Systems Analyst – Cambian Group/CareTech**

System Administrator for HR.Net: ETL to iTrent

- Analysed, Tested, and approved accuracy of third party's data extraction processes and scripts for migration of half the organisation's HR data following sale of assets
- Conducted Strategic Analysis of the data in two systems (HR.Net and DataPlan: HR and Payroll) for migration into iTrent
  - HR.Net (HR data) and DataPlan (Pay and Reward) describe the same set of employees but are unconnected.
  - Analysis conducted via Business Objects, System reports and SQL DataLake
  - Designed successful ETL processes using SQL and Excel PowerQuery involving Views and Lookup tables to create Data Conversion .csv files from unedited Datalake tables
  - Wrote checking SQL to ensure Cleansing and automated processes succeeded
  - Ran successful migration within Sandbox environment
  - Worked with PMO and PM and liaised with department managers to ensure import files met organisation design using Jira
- Time Managed my BAU and Project work and kept to task, even with a changing scope
- iTrent System Admin Cover and configuration to prepare for migrated values

04/2016-03/2017     **Business Support Officer – Royal Borough of Kingston-upon-Thames**

Data Analyst of Mobile Telephone use and costs. Following a reorganisation, a need to check and ensure all mobile phones were being costed correctly became a priority, as record keeping had broken down. As a result of my analysis, the Category Manager was able to successfully negotiate a new contract with a single supplier

- Identified almost 1,800 live line rentals that are unused, saving almost £120K per year.
- What-if analysis of moving phones to new Tariffs with a further £100K saving per annum
- Shared analysis via Google Sheets
- Used Excel PowerQuery to Extract, Transform, analyse, and report on over 2.5 million lines of data from 3 different mobile billing formats

09/2015-04/2016     **Inventor and founder – SpaCees**

SpaCees is a clothes storage solution. I took a few months to get to grips with new concepts but the project is now only pursued in my spare time

06/2014-08/2015     **People Systems and Analytics Officer – Commonwealth Secretariat**

Interim system manager – OpenHR

- Redesigned the entire suite of HR MI Reports in partnership with senior stakeholders to better visualize the information and improve efficiency of the reporting process
  - Including on demand targeted reports for managers via the internet
  - Liaised with senior managers across the group to ensure system organisational design mirrored the new management structure
- Business Process Transformation:
  - Reconfigured system with new Management structure, gradings, and job descriptions
  - Configured over 130 changes to the database structure and calculation and wrote test scripts to ensure they worked correctly
  - Rewrote and configured numerous workflows
  - Configured the existing Learning Management System module and migrated data and processes from spreadsheets onto the system
- Member of the Tender Evaluation Panel and Project group for new Intranet system scoping
- Improved the absence calculations and monitoring

07/2015-04/2020 **Director – Danstock Limited**

Directorship on board of the non-profit company that owns the block of flats where I lived.

04/2013-05/2014 **HR Systems Manager – Westminster Kingsway College**

System manager - OpenHR (Advanced Business Systems)

- Designed and Implemented new customisations for the system
- Analysed Risks and implemented better automated alerts to Managers

09/2011-03/2013 **MAPS System Lead – HCA International (Private Hospital group)**

System and Team Manager - Allocate HealthRoster 9.0 (Previously MAPS):  
HealthRoster is an e-Rostering System / Time and Attendance

- Managed a small team of roster support analysts
- Risk Analysis of current system configuration and Database Hierarchies and presented findings to Senior Management
  - Data Definition Risks
  - Potential High Level solution and Target Operation Model
- Worked with our software suppliers to analyze and improve historic customisations
- Took over and managed the annual salary review at short notice

06/2010-09/2011 **HRIS Analyst – Aberdeen Asset Management Ltd**

Super-user / system administrator (Maternity Cover) / Developer for Vizual HR.Net

- Worked with colleagues locally and globally
- Created new Workflows and Reports to satisfy changing requirements
- Created and rolled out new configurations for absence rules and workflows globally including UAT to meet the needs of the organisation while remaining locally compliant

06/2007-06/2010 **MIS Analyst – Inchcape Retail Plc**

Super-user for Ceridian Source / PAS P11D Organiser

- Coordinated Redundancy payments for 700+ people across multiple cost centres
- Project Managed the P11D processing and reporting for 4000+ employees
- Improved Business Intelligence by redesigning the MI Reports
- Coordinated annual Pay Review

01/2006-06/2007 **HRIS Project Manager – ADT Fire and Security** (Part of TYCO group)

System administrator: HR database: ASR HRPro / HR Intranet Administrator:

- Utilised available technology to create automatic alerts, improving HR delivery
- Redesigned and re-implemented an encrypted data feed to the head office (USA)
  - SOX compliant

Previous to Career change to HRIS I was a Teacher and Professional Actor