Akhila Likki
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PROFESSIONAL SUMMARY

- Workday-certified HRIS and People Analytics Specialist with over 4+ years of experience supporting enterprise-wide HCM transformations, HR data governance, and Compensation & Benefits process optimization using Workday HCM, Advanced Reporting, and Studio integrations.
- Proven expertise in developing scalable dashboards and self-service analytics for workforce planning, payroll auditing, and DEI compliance using Workday Reports, Tableau, Power BI, and SQL—enabling leadership with real-time, data-driven decision-making.
- Strong background in Workday Compensation, Payroll, and Core HCM configuration, including eligibility rules, business process flows, role-based security, and vendor integrations via EIB, Core Connectors, and REST APIs to streamline cross-functional HR operations.
- Adept at managing end-to-end reporting solutions across global HR shared services, including UAT testing for Workday releases, compliance reporting (EEO, OFCCP), and continuous process improvement using Agile methodologies and change management best practices.

TECHNICAL SKILLS

Workday Ecosystem: Workday HCM, Workday Compensation, Workday Payroll, Workday Benefits, Workday Talent & Performance, Workday Advanced Reporting, Workday Calculated Fields, Workday EIB, Workday Studio, Workday Core Connectors, Workday Prism Analytics, Workday Recruiting, Workday Security (RBAC), Workday Business Process Configuration

HR Systems & Platforms: UKG Pro, SAP SuccessFactors, Oracle HCM Cloud, ADP Workforce Now, BambooHR, Zenefits, Greenhouse, ServiceNow HRSD

Analytics & Reporting: People Analytics, Headcount & Attrition Reporting, Workforce Planning, Talent Analytics, Compensation Modeling, Diversity & Inclusion Metrics, HR Dashboards, KPI Development, Metrics Interpretation

Data & BI Tools: Advanced Excel (VLOOKUP, INDEX-MATCH, PivotTables, Macros), SQL (Joins, Subqueries, CTEs), Power BI, Tableau, Google Looker Studio, Python (for HR data analysis)

Integrations & Automation: API Integrations (REST/SOAP), Workday to ADP/UKG Integrations, SSIS, Power Automate, Workato, Dell Boomi, iPaaS Tools

Compliance & Security: GDPR, HIPAA, SOC 1/SOC 2, SOX Controls, EEO-1 Reporting, OFCCP Compliance, Audit Trail Management, Data Privacy & Security Governance

Project & Process Management: Agile (Scrum/Kanban), HR Operations, SLA Management, HR Shared Services Support, UAT/Test Case Documentation, Organizational Change Management (OCM), SOP Development

Collaboration & Productivity: JIRA, Confluence, Microsoft Teams, Google Workspace, Slack, SharePoint, Zoom

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PROFESSIONAL EXPERIENCE

Workday Analyst   **Aug 2023 – Present**
QVC, PA

- Created interactive Workday dashboards for payroll audits and benefits eligibility checks, accelerating reconciliation cycles and decreasing manual tracking effort by 40%.
- Configured and maintained annual merit and bonus plan templates, collaborating with Compensation and Finance to ensure timely and error-free payouts during performance cycles.
- Developed turnover, EEO, and headcount reports using calculated fields and matrix formats, giving leadership consistent, on-demand compliance insights.
- Enhanced HCM workflows by tailoring business processes for job changes, compensation updates, and benefits, reducing processing errors and rework across HR teams.
- Integrated Workday with ServiceNow and ADP through EIBs and Core Connectors, streamlining data exchange and cutting response times for ticketed HR actions.
- Supported onboarding improvements by managing condition rules and eligibility setups, which enabled faster provisioning and reduced dependency on manual coordination.
- Performed quarterly audits of Workday role-based access and security groups, aligning with SOX standards and tightening control over sensitive data configurations.
- Scheduled and managed outbound integrations to payroll and benefits vendors, ensuring clean, timely data transfers and reducing file rejection rates from third parties.

SDS Associate (People Analytics Analyst)   **Oct 2019 – Jan 2022**
Amazon Development Centre – Hyderabad, India

- Built and optimized 100+ Workday custom and matrix reports to support HR and finance teams in workforce analytics, resulting in faster access to attrition and headcount insights for leadership.

- Partnered with HR Business Partners to surface mobility and promotion trends through Tableau dashboards, enabling data-driven decisions for succession and internal movement planning.
- Automated quarterly HR scorecard generation using Composite Reports and Excel macros, saving over 50 hours of manual work and ensuring consistent data delivery across business units.
- Conducted termination and position data audits across global regions, improving data hygiene and supporting SLA adherence for downstream payroll and compliance processes.
- Produced equity and diversity analysis reports for executive and audit review by combining Workday data with visualization tools, directly supporting DEI objectives and legal reporting.
- Led impact assessments for bi-annual Workday releases, validating updates to core HCM, Benefits, and Compensation modules, while ensuring continuity of existing reporting structures.
- Extracted compensation data from Workday to assist with salary band modeling and budgeting, helping HR leadership align merit planning with market benchmarks and pay equity goals.
- Delivered Tier-1 support for Workday reporting issues across Benefits, Absence, and Compensation domains, maintaining a 97% resolution SLA and improving report reliability for end users.

Operations Analyst Intern   **May 2017 – Jun 2018**
Way2Online Interactive – Hyderabad, India
- Entered and validated employee lifecycle transactions using Workday and Excel templates, ensuring accurate updates across hire, termination, and job change events.
- Built monthly HR dashboards using Excel and Power BI to visualize workforce data trends such as salary progression, training status, and leave utilization for leadership review.
- Partnered with Payroll and IT to automate employee data sync into financial and security systems, cutting downstream data mismatch errors by over 60%.
- Led benefits enrollment audits during open enrollment cycles, validating medical coverage selections and driving timely corrections to avoid payroll discrepancies.
- Conducted payroll reconciliations using advanced Excel functions like pivot tables and VLOOKUP to identify and resolve discrepancies in hours, deductions, and tax flags.
- Participated in user acceptance testing (UAT) for Workday HCM implementation, validating business processes for accuracy and consistency across modules.
- Created and maintained onboarding assets, offer letters, and SOPs to support scalable onboarding operations and standardized HR communications.

PROJECTS
Workday Compensation Configuration & Merit Cycle Automation – QVC
- Implemented and maintained Workday Compensation configuration including merit, bonus, and equity components by building eligibility rules and configuring compensation plans to align with HR policy and cycle timelines.
- Automated the annual compensation review using Workday's Compensation Review business process framework, significantly decreasing manual touchpoints and shortening the processing window by 30%.
- Created dynamic analytics dashboards using Workday Worksheets and Advanced Reporting to monitor compensation trends by department, geography, and performance rating, enhancing transparency in budget allocation.

People Analytics Dashboard Suite – Amazon
- Designed a suite of interactive dashboards in Tableau connected to Workday and Redshift to visualize metrics including turnover rates, hiring pipeline efficiency, and internal movement by function and region.
- Applied predictive analytics using calculated fields and workforce segmentation to flag resignation risk and identify process delays in hiring, supporting data-driven decision-making across talent acquisition.
- Enabled geo-specific attrition tracking through parameterized filters and HR drilldowns, leading to targeted interventions that helped reduce attrition by 7% in key business units in Bangalore and Pune.

EDUCATION
Master of Science in Information Systems Technology
Wilmington University – Delaware, USA
Bachelor of Technology in Computer Science Engineering
SCIENT Institute of Technology – Hyderabad, India

CERTIFICATIONS
- Workday HCM Core Certified - Coursera
- Workday Reporting Certification (Advanced Reports & Composite Reports)
- SHRM Essentials of Human Resources
- Google Data Analytics Professional Certificate