



ATHIRA MOHAN

Workday HCM Consultant

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🌐 www.linkedin.com/in/athira-mohan-4aa3851b4

📍 Kochi

KEY SKILLS

Teamwork

Quick Learner

Problem Solving

Communications

Hard Working

COMPUTER SKILLS

Workday

Tally

MS Excel

MS Word

Oracle
Service Cloud

PeopleSoft

LANGUAGES

English

Malayalam

CAREER OBJECTIVE

To secure a challenging position in a reputable organization to expand my knowledge & skill and to make significant contribution to the success of the employer along with my individual growth.

WORK EXPERIENCE

Associate - Workday HCM Consultant

08/2021 - Present

Strada Global (Alight Solutions)

Kochi

- Assisting ongoing day to day Workday Compensation Support, Updating Job Profiles, Grade Profiles and Compensation Plans.
- Handling SOC Audit
- Workday Business Process updates like Hire, Job change, Promotion, Transfer, Termination, Compensation changes, Rehired Pensioner, Employee Self Service process, etc.
- Generating daily SLA report, Continuity of Service report, People Leader change report, Progression report, Night Shift Bonus Flip report, Intern Alert report
- Timely escalation of product related issues and maintaining accuracy.
- Prioritizes, allocates and actions daily tasks to be accomplished to meet SLA and updating Process Related Reports and Documents.
- Handled workday updates for employees from United States of America and Canada.
- Identified and resolved customer needs promptly and efficiently.
- Provide consultation to prospective users and product capability assessment and validation.
- Live chat assistance to the employees via Oracle service cloud and Teams.

Accounts Executive - (Us Accounts)

10/2020 - 07/2021

Flavien Technologies Private Limited

Kochi

- Preparing financial documents such as invoices, bills, and accounts payable and receivable.
- Entering financial information into appropriate software program like Tally
- Managing day-to-day transactions and company ledgers
- Assisting the finance department and senior accounting staff members with various tasks

Associate- Complaints and Appeals Analyst

09/2019 - 10/2020

EXL Services

Kochi

- Reviews, research and direct complaints, grievance up to ensure that resolution has occurred, and proper written communication of the decision has occurred.
- Serves as a liaison between grievances and appeals and /or medical management legal and /or service operations and other internal departments.
- Researched and analyzed accounts for assigned clients and payers to diagnose reasons for underpayment or nonpayment of claims.

PERSONAL PROFILE

Gender: Female

DOB: 08/11/1998

Nationality: Indian

Marital Status: Married

Passport No: U2396799

ACADEMIC QUALIFICATION

B.COM, Finance and Taxation Mahatma Gandhi University, Kerala	2016 - 2019
Plus Two, (Commerce) T.D.H.S.S. Thuravoor	2014 - 2016
SSLC R.P.M.H.S.S. Kumbalam	2013 - 2014

STRENGTHS

Goal oriented and ability to work under pressure.

Very responsible

Self-motivated and willing to learn.

Adaptability

DECLARATION

I consider myself familiar with Computer Engineering Aspects. I am also confident of my ability to work in a team.

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: - Chottanikkara

Date:

ATHIRA MOHAN