

# MOHAMED ASLAM M J

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SERVICENOW CONSULTANT

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## PROFILE SUMMARY

**ServiceNow Consultant** with **3.7 years of hands-on implementation** and platform administration across **Human Resources Service Delivery (HRSD), IT Service Management (ITSM), Governance, Risk, and Compliance (GRC), Legal Service Delivery (LSD), and Custom Application development**

Strong expertise in ServiceNow configuration and customization, including **UI Policies, UI Actions, server-side scripting (Business Rules, Script Includes), client-side scripting, Reports, Notifications, Schedules, Data Imports, Flow Designer, Playbook Designer, Record Producers, and Order Guides.**

Proven experience in **requirement gathering, analysis, and delivery of scalable ServiceNow solutions.** Adept at process **optimization, automation, and delivering efficient solutions** aligned with business requirements.

## PROFESSIONAL EXPERIENCE

- **Deloitte** - ServiceNow Consultant | August 2025 - Present
- **EY GDS** - Associate Consultant 1 → Associate Consultant 2 → Consultant 1 | July 2022 - July 2025

## SKILLS & EXPERTISE

### Core Modules:

- HRSD • LSD • ITSM • Policy & Compliance Management (GRC) • Custom Apps

### Platform Skills:

- HR Services • HR Templates • Service Catalog Development (Catalog Items, Record Producers, Order Guides)
- Flow Designer • Playbook Designer • Employee Center • Reports & Dashboards
- Scheduled Jobs • Scheduled Reports • Holiday Schedules • SLA Configuration
- SLA Configuration • Data Imports • Transform Maps • Update Sets
- Platform Maintenance • Platform Upgrades • Automated Test Framework (ATF)

### Scriptings:

- JavaScript • Business Rules • Script Includes • Client Scripts • UI Policies • UI Actions • HTML • CSS, • AJAX

### Interpersonal Skills:

- Effective Communication & Collaboration • Analytical Problem-Solving • Ownership & Accountability
- Requirement Gathering • Issue Resolution • Time Management

## PLATFORM CAPABILITIES

### HUMAN RESOURCES SERVICE DELIVERY (HRSD):

- Designed, configured, and enhanced **end-to-end HRSD solutions and Implementation** across multiple **COEs**, ensuring alignment with **HR business processes** and **ServiceNow best practices.**
- Built and maintained **HR Services** with proper configuration of **eligibility rules, case templates,** and fulfillment logic to standardize **HR case creation.**
- Developed advanced **Record Producers** with dynamic **variables** and **variable sets,** leveraging **Client Scripts** and **UI Policies** for **conditional visibility, validation,** and **improved data accuracy.**
- Configured and optimized **HR Templates** to auto-fill HR case fields, reduce manual effort, and enforce data consistency.
- Implemented **HR Lifecycle Events** with associated **Activity Sets** and **Activities,** ensuring correct sequencing, dependency handling, and streamlined employee transitions.
- Created and enhanced HR Playbooks using **Playbook Designer** to guide agents through structured, stage-based case resolution.
- Built and improved Service Catalog components, including **Catalog Items, Record Producers,** and fulfillment **workflows** supporting HRSD use cases.
- Configured **Catalog UI Policies** and **Client Scripts** to enforce dynamic **business rules** within **Service Catalog** and HRSD processes.
- Implemented **Scheduled Reports, Scheduled Jobs,** and **Scheduled Data Imports** to automate HR operations, reporting, and maintenance activities.
- Designed and executed **Transform Maps** for HR **data imports,** historical data correction, and **bulk updates.**
- Created and maintained **Holiday Schedules** and **Work Schedules** to ensure accurate **SLA calculations** and **business calendar alignment.**
- Performed **HRSD instance health checks,** proactively identifying and resolving performance, configuration, and data quality risks.
- Led the **ServiceNow upgrade** from **Vancouver to Xanadu** for **HRSD,** ensuring a smooth transition with minimal business impact.
- Successfully developed, tested, and deployed **HRSD enhancements** with zero post-deployment issues.
- Provided ongoing technical support, quickly troubleshooting and resolving **HRSD** and **Service Catalog** issues to ensure **seamless workflows.**
- Hands-on experience in **ServiceNow scripting,** including **Client Scripts, Business Rules, Script Includes, UI Policies,** and **UI Actions,** to develop and enhance **HRSD** functionality.

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## LEGAL SERVICE DELIVERY (LSD):

- Configured **Legal Service Delivery (LSD)** module by building **Service Catalog items** and **Record Producers** to **standardize legal request intake** and **improve data quality and request tracking**.
- Designed and implemented **Flow Designer** automations for **legal request routing, approvals, task creation, SLAs, and notifications**.
- **Optimized LSD operations** by configuring **automated task creation, SLA tracking, notifications**.
- Performed **root cause analysis** and **defect resolution** for issues related to legal workflows, approvals, and catalog behavior.

## GRC: POLICY AND COMPLIANCE MANAGEMENT

- Led **Policy Management** in the **GRC** module as the sole resource, ensuring smooth operations and high-quality outcomes.
- Designed and **automated policy workflows** for seamless creation, approval, and periodic reviews.
- Developed **custom notifications** and UI enhancements to improve user experience and system functionality.
- **Recognized by senior management** and **clients** for **contributions to policy management** improvements.
- **Created, tested, and implemented user stories** based on client requirements for better process efficiency.
- **Worked on Documentation & Test Cases**, creating Technical Design Documents, **Testing the UAT environments** thoroughly & preparing the test case documents.

## IT SERVICE MANAGEMENT (ITSM):

- Provided L2 **platform support**, handling **incidents, service requests**, and user-reported front-end issues.
- Increased **support efficiency by 50%** through process improvements.
- **Resolved** cases within **SLA**, consistently meeting or exceeding targets.
- Implemented and **tested bug fixes** to ensure quality.
- Delivered **excellent customer support**, improving client satisfaction.
- Collaborated with stakeholders to **gather requirements and implement process improvements**.
- Conducted **root cause analysis** and **proactively resolved** recurring **ITSM issues**.
- Worked on basic front-end configurations including **UI Policies, Client Scripts, and form layouts** to meet **business requirements**.

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## MAINLINE - CERTIFICATIONS

- Certified Implementation Specialist – Human Resources ( CIS - HR )
- Certified System Administrator (CSA)
- Certified Application Developer (CAD)
- Certified Implementation Specialist - IT Service Management (CIS-ITSM)

## MICRO - CERTIFICATIONS

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|------------------------|---------------------------|---|
| • Flow Designer        | • Performance Analytics   | • Suite – HR Professional               |
| • Playbooks Essentials | • Predictive Intelligence | • Suite – Legal Service Delivery        |
| • Playbooks Advanced   | • Agentic AI Executive    | • Suite – Citizen Developer Core Skills |

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## AWARDS

- EY Appreciate Award (2023)
- Achiever Extraordinaire Award (2024)
- GDS User Recognition Award (2024)
- Achiever Extraordinaire Award (2025)
- Deloitte Appreciation Award (2025)

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## EDUCATION

- **Bachelor of Engineering** (Electronics and Communication)  
**Anna University** / St. Joseph's Institute of Technology, OMR, Chennai (2018 - 2022)  
**CGPA: 8.03/10**
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