JYOTI VERMA

**PROFESSIONAL SUMMARY**

* 3 years of Experience in Workday as Functional HCM Consultant.
* Good exposure in working on business improvements and process activities.
* Exceptional ability in understanding the business needs and improving the process.
* Excellent communication skills and proven experience in working independently as well as in a team.
* Involved in preparing business requirement documents and analysis of client functional requirements.
* Extensive knowledge on Complete Tenant configurations – (Supervisory Organizations, Roles, Business Processes)
* Experience in performing HCM tasks like defining Job Profiles, position creations, employee hiring, transfers, promotions, demotions and terminations etc., as part of Workday Testing requirements.
* Configuration of Supervisory Organizations, Business Process.
* Experience working on Workday HCM Global roll out and Support projects
* Proficient in analyzing and translating business requirements to technical requirements and architectures.
* Day to day support of Workday HCM, reporting issues and implementing enhancements when needed.
* Created Custom Reports and scheduled reports as requested by end-users.
* Exposure on modifying/troubleshooting/enhancing existing custom reports using Calculated Fields.
* Created and used calculated fields in reporting, business processes, and integrations within Workday.
* Understanding and careful analysis of the Internal HR team requirements.
* Exposure on object management skills in Workday like configuring Supervisory/Matrix Organizations (Divide organizations, Inactivate Organizations, create subordinates).
* Experience in creating Job Profiles, Job Families and Job Family Groups, also worked with the creation and maintenance of position and job staffing models.
* Experience in maintenance and creation of Workday Supervisory Organizations, Locations, Positions, Cost centers, Cost Center hierarchies
* Excellent interpersonal skills with a strong desire to achieve specified goals.
* Knowledge on Compensation (salary plans based on different grades, grade profiles and allowances).

**QUALIFICATION:**

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| **Degree/Exams** | **Year** | **Institute/Board** | **%Percentage** |
| B. E in MECHANICAL ENGINEERING | 2009 | GOVT. ENGINEERING COLLEGE AJMER | 65.68% |
| 12​th (R.B.S.E) | 2004 | ALL SAINTS SR. SEC. SCHOOL,AJMER(RAJ) | 58% |
| 10​th (R.B.S.E) | 2002 | ALL SAINTS SR. SEC. SCHOOL AJMER(RAJ) | 77% |

**EXPERIENCE DETAILS:**

* Currently working as a Workday HCM Functional Consultant in Icroz Solutions Pvt Ltd, Hyderabad from September 2018 to till date.

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| **YEAR** | **INDUSTRY** | **ROLE** |
| JAN2015 – OCT 2016 | EDUCATION (JAIPUR ENGINEERING COLLEGE AND RESEARCH CENTRE)JAIPUR. | Senior Lecturer. |
| **Domain** | Mechanical Deptt. | |

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| **YEAR** | **INDUSTRY** | **ROLE** |
| Aug2012 – AUG 2014 | EDUCATION(YAGVALKYA INSTITUTE OF TECHNOLOGY)JAIPUR. | Lecturer and counselor |
| **Domain** | Mechanical Deptt. | |

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| **YEAR** | **INDUSTRY** | **ROLE** |
| March2011 – July2012 | EDUCATION(Mayurakshi Institute Of Engineering &Technology)Jodhpur | Lecturer |
| **Domain** | Mechanical Deptt. | |

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| **YEAR** | **INDUSTRY** | **ROLE** |
| Oct2009– Feb2011 | Religare | Maintenance Engineer |
| **Domain** | Mechanical Deptt. | |



**PROFESSIONAL EXPERIENCE:**

# Project-1 : Support of Workday HCM

**Client : Electronic Arts**

**Role : Workday Consultant Duration : Sept 2018 to Till Date**

**ROLES&RESPONSIBILITIES:**

* Worked extensively on creating calculated fields and setting up validation rules to accomplish the Client needs for BP Setup and Reporting needs.
* Involved in setting up Eligibility Criteria, Workflows and Security Groups to support Business Processes for Core HR.
* Exposure in developing Standard, Advanced, custom reports and thorough understanding of Workday data sources and business objects.
* Day to day support of Workday HCM
* Created Supervisory Organizations, Cost Centers, Cost Center Hierarchies, and location hierarchies and modification of Workday Business Processes and definitions.
* Creating and maintaining Workday Custom reports like Simple, Advance Reports.
* Creating supervisory Organizations, creating sub ordinates, assign superior, Move workers, Creating Locations
* Knowledge on Workday Standard Reports and Custom Reports.
* Knowledge on Calculated Fields, System wide and Report Specific Fields.
* Knowledge on Staffing Models, Job profiles, Positions.
* Knowledge on security policies and security groups
* Knowledge on EIB integrations

*Declaration:*

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

**Yours faithfully**

JYOTI VERMA