

HIMA.MENDU

Career Objective

To continue growing in knowledge and skills in cloud-based HR solutions by beginning with challenging Workday assignments which would value add to the organization and my professional merit.

Career Stream - Current

- Working on Workday HCM based production support assignment handling both functional and integration tickets.

My Growth Path

- Working as workday consultant at Accenture, Hyderabad from Jan 2018 till date (Parent Company- I-Fact Technologies).
- Worked as HR Executive Q Ventures pvt Ltd, Hyderabad from April 2011 to Dec 2014.
- **Maternity Leave from January 2015 to Dec 2017.**

Professional Summary

HR Systems - ERP (Workday)

- Knowledge in Workday Functional concepts (Events, Tasks & Business Processes related to Core HCM) including Supervisory Organizations, Jobs & Positions, Business Processes and Compensation.
- In-depth understanding of Workday HCM components encompassing Management Hierarchies, Location, Organization Types like Company, Cost Center, Region, Matrix Organization, Custom Organization etc.,
- Proficient with Workday Compensation including Eligibility Rule setup, Grades & Grade Profiles, Salary & Allowance Plans, Bonus / Stock Plans and grouping into Compensation Packages.
- Practiced Report Writer, Creation of Calculated Fields and Custom Reports.
- Skilled in simple Integrations (Inbound and Outbound) through Core Connectors & EIB.
- Ability in building EIB Outbound Integration System with Get Data-Transform-Deliver Model.

Career Stream - HR Systems - ERP Consulting (Workday)

Workday HCM Techno-Functional Consultant from Jan 2018 till date

Organization – Accenture, Hyderabad.

Client & Engagement - Confidential

Roles and Responsibilities

- Creation and maintenance of Workday Supervisory Organizations, Locations, Positions, Organization Types, Hierarchies and Assignments.
- Working with different staffing models, defining hiring restrictions to Position, Job and Headcount Management.
- Involving in enhancements and post-production support activities.
 - **Workday HCM Functional:** Core Organization Setup, Business Process and Compensation Configuration, in few instances assisting security team to configure Workday Security.
 - **Integration:** Maintenance and modification of Enterprise Interface Builder (EIB).
- Creating custom calculated fields for different business scenarios and built condition rules based on client requirements.
- Developing complex custom reports, converting simple to advanced reports and incorporating calculated fields, using advanced filtering options including grouping and outlining while deploying related business objects.

Career Stream – HR Executive

Worked as HR Executive from April 2011 to Dec 2014

Organization –Q Ventures pvt Ltd, Hyderabad

Roles and Responsibilities

The following are job Responsibilities of HR Executive –

Recruitment –

1. Job Description,
2. Identify the Competencies required,
3. Identify the source for hiring,
4. Interview the candidate,
5. Coordinate the interview with the respective department and
6. If selected, complete the documentation.

Operations -

1. Joining formalities.

2. Handling Employee Database (Both in Soft Form and Files Management)
3. Leaves and Attendance Management
4. Confirmations, Performance Appraisals, Performance Management
5. Exit-Interviews

Employee Relations -

1. Handling all the queries of the employees. Be it related to Salary, Leaves, Attendance, and Transfer etc.
2. They are also expected to explain the various policies, strategies and benefits to employees.
3. They are expected to stop all type of rumours and misleading communications.
4. They should motivate the employees on day-to-day basis.