

# MOHAMED BAZEER H

## WORKDAY FUNCTIONAL CONSULTANT

Plot no:32 Vaishnavi nagar, Samathuva nagar, Karumandapam, Trichy-1

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### OBJECTIVE

Experienced Workday Functional Consultant with over 2 years of hands-on experience in configuring and optimizing Workday modules. Skilled in Core HCM, Benefits, Time Off and Absence, Talent and Performance Management, and Security Management. Passionate about improving HR processes and collaborating with cross-functional teams to drive organizational success.

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### PROFESSIONAL SUMMARY

- Experienced Workday Functional Consultant with a strong background in Core HCM, Learning, Absence, Time Off, Recruitment, Talent, and Performance Management.
  - Proficient in Workday integration (CCW, EIB) and reporting, including EIB, advanced report creation, and calculated fields.
  - Skilled in security management, with experience in domain security policies and user and role-based security groups.
  - Adept at collaborating with cross-functional teams to deliver successful Workday projects and ensure smooth integration with other systems.
  - Excellent communicator with a proven track record of understanding client requirements and providing effective solutions.
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### SKILLS

- Workday Core HCM: Staffing models, position/job profile creation, hiring restrictions, compensation setup, business process changes, business process validation and routing setup.
- Workday Benefits: Benefit group/plan creation, benefit eligibility rules, open enrollment setup, passive events handling.
- Workday Learning: Topics/lessons creation, digital/blended courses, course offering management, campaign setup, mass learning enrolment, extended enterprise learning.
- Workday Talent and Performance Management: Goal setup, career interest/profile setup, talent reviews, review templates, feedback setup, calibration configuration, succession planning.
- Workday Time Off and Absence: Time off setup, period schedules, accrual setup, time off adjustments, leave of absence setup.
- Integration and Reporting: EIB creation (inbound/outbound), advanced custom report and matrix reports, calculated fields, report scheduling/sharing.
- Security Management: Domain security policy view/modification, security group creation, user/role-based security assignments, business process security changes.
- Workday Recruitment: Creating questionnaires, job requisitions, managing job posting templates, career site setup, job application business processes, referrals, and evergreen job requisitions.

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## EXPERIENCE

**Company:** TCS      **Industry:** Retail      **Duration:** 2022 - Present

- Acted as the point of contact for various Workday modules, including Core HCM, Learning, Absence, Time Off, and Talent and Performance Management.
- Tested and Configured benefit groups and plans, set up open enrolment, and configured benefit eligibility rules.
- Configured talent and performance management setups, including goal setting, talent review configurations, and succession planning.
- Configured business processes changes for Core HCM, staffing models setup, position and job profile creation, hiring restrictions, and compensation setup.
- Created EIB inbounds for data loads and advanced/matrix reports. Developed complex calculated fields, business process changes, performance review templates, and more.
- Configured and optimized recruitment processes, including creating questionnaires, job requisitions, managing job posting templates, and setting up internal and external career sites.
- Implemented job application business processes, managed referrals, and evergreen job requisitions to enhance recruitment efficiency for client.
- Provided training and support to client HR teams on effectively utilizing Workday recruitment features, ensuring streamlined workflows and improved hiring processes.
- Maintained effective communication with clients, understanding their requirements, and providing testing solutions to meet their needs.
- Trained and mentored new team members on Workday concepts, modules, and testing processes.
- Used JIRA to track defects and test execution.
- Worked with downstream systems like Work brain and Service Now to ensure smooth application functionality.
- Contributed to setting up learning campaigns and managing course offerings, course creation(digital and blended ),and setting up extended enterprise learning.
- Tested multiple Workday configurations, writing scenarios and test cases for system integration, regression, and baseline testing to validate modified functionalities and new updates.
- Worked on end-to-end testing and validated configurations within Workday.

**Company:** TCS      **Industry:** Pharmaceutical      **Duration:** 2023 - Present

- Created and updated custom and matrix reports, complex calculated fields using LRV, and report scheduling/sharing.
- Configured business process changes, validations, and BP routings to meet client requirements.
- Configured eligibility rules for benefits, time off, and accrual setup.
- Worked on multiple new change requests to implement new functionalities and improve existing processes.
- Created performance review templates, goal setup, and talent review configurations.
- Collaborated with cross-functional teams to ensure seamless integration and project delivery.
- Implemented EIB for data import/export and collaborated with other teams to ensure smooth integration with downstream systems.
- Managed Workday security, including domain security policy modifications, security group assignments , and user/role-based assignments

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## EDUCATIONAL HISTORY

### Master of Business Administration (Human Resource & Marketing)

Sastra Deemed to be university      7.15 CGPA      2018-2020

### Bachelor of Information Technology

Saranathan College of Engineering      6.5 CGPA      2014-2018