

NEHA VERMA

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CAREER OBJECTIVE:

To pursue a challenging and satisfying career in the industry and to be a part of a progressive organization that gives me a scope to enhance my knowledge and skills in order to cope with the latest technical changes.

PROFESSIONAL SUMMARY:

**Organization:** Expedia Group

**Duration:** Nov 2018 to Present

**Designation:** Assoc Software Dev Engineer

Roles and Responsibilities:

- Experienced in configuring business processes.
- Worked on EIB Mass loads.
- Experienced in creating notifications.
- Experienced in configuring custom Dashboards which includes use of various worklets, Menu and Quicklinks.
- Testing of Workday 32 and 33 for BP's like Hire, Change Job etc.
- Experienced in QA for Bp's and Reports and certain EIB's.
- Worked on configuring system email templates and Questionnaires.
- Worked on Kainos Smart for automating test cases for certain business requirements.

**Organization:** Expedia Group

**Duration:** Dec 2017 to Nov 2018

**Designation:** HR Process Specialist

Roles and Responsibilities:

- Working as an SME for Newly formed HR Ops Global team
- Transitioned Contracts and Verification process to Global Hub team successfully
- Managing Contracts and Verifications for Global Region in Expedia Group
- Supervising Contract team members and assisting them with their daily queries and suggest improvements
- Reaching out to different stake holders for additional queries whenever required
- Liaising with multiple teams (Regional HRs, Recruiters, HRBP, Managers etc.) to make sure tasks are done and delivered on time
- Working as an Auditor for contract team to make sure the target of 100% accuracy achieved
- Maintaining the Defined SLA for tasks assigned to Global Hub
- Conducting weekly meetings with team members to continuously share feedback and enhancement
- Working on Service Now and sharing the report with Managers
- Updating and maintaining SOPs for Global Hub
- Keeping an eye on new updates and maintain the Tracker

**Organization:** Cognizant Technology Solutions

**Duration:** Feb 2016 to Dec 2017

**Designation:** Workday Consultant

**Roles and Responsibilities:**

- Created Custom reports and calculated fields
- Worked on business process and notification
- Other areas of knowledge include report development, developing calculated fields and business process.
- Created Custom reports and calculated fields
- Testing of different business process like Hire, Personal Information, Change Job, terminate, Job Requisition, Time Off, Absence Management, feedback for employee.

**Workday Skills:**

- Core HR Processes
- Inbound and Outbound EIB
- Workday Security
- Workday HCM

**TECHNICAL SKILLS:**

Languages : C, C++  
Operating systems : Windows, Mac  
Web Technologies : HTML  
Development Tools : Workday, SNOW  
Database : MySQL  
ERP Packages : Workday, NetSuite

**Qualifications:**

YEAR	Degree/Course	COLLEGE BOARD/UNIVERSITY	POINTERS/MARKS %
June 2015	BCA	Barkatullah University	77%
March 2011	H.S.C	Cathedral College (ISC)	70%
March 2009	S.S.C	Cathedral College (ICSE)	75%

**Strengths:**

- Excellent Communication Skills
- Strong Knowledge in Incident Management
- Customer Centricity
- Good Listener
- Self-Motivated