

**Tejashri
Desai**

+14 YEARS OF EXPERIENCE

- HR Management
- Workday HCM
- Agile & Scrum Methodologies
- Recruitment & Staffing
- Payroll Administration
- Employee Engagement
- Performance Appraisal
- Compliance Management
- Project Management
- Business Process Optimization

PROFESSIONAL SUMMARY

Dynamic and results-oriented professional with over 14 years of experience in HR management, Workday HCM consulting, and Scrum Master roles. Proficient in Agile methodologies, project management, and HR processes. Demonstrated expertise in implementing HR systems, optimizing business processes, and leading cross-functional teams. Excellent problem-solving skills and a commitment to continuous improvement.

QUALIFICATIONS



2010 Masters from SHIVAJI UNIVERSITY
MBA IN HRM & FINANCE

2007 Bachelors from SHIVAJI UNIVERSITY
BSC CHEMISTRY

TECHNICAL SKILLS



- **Tools:** Workday, Jira, ITSM, Zoho HR
- **Methodologies:** Agile, Scrum, Waterfall
- **Languages:** English

CERTIFICATIONS



- Certified ISO 9000:2015 Auditor
- GDCA: Government Diploma in Corporate Accounting
- Workday HCM from Henry Harvyn

PROFESSIONAL EXPERIENCE



Designated as HR Manager With skills set of Workday HCM Consultant & Scrum Master



Period

September 2022 – Present



Company

CHAVARE ENGINEERING PRIVATE LTD



Project

Asset Digital Core



Roles & Responsibilities

- Lead the business transformation initiative to replace legacy ERP solutions with Workday.
- Conducted fit-to-standard workshops and defined the HR support model.
- Managed project budgeting, forecasting, and documentation.
- Coordinated all Scrum ceremonies and coached other Scrum Masters.
- Acted as the application owner for HR Helpdesk and Workday.
- Responsible for UAT sign-offs and decision-making.
- Improved operational efficiency through business process optimization.
- Led workshops for business requirements gathering from the client side.
- Managed HR systems and periodic reviews to achieve QMS objectives.
- Ensured compliance under various labor laws and managed HR initiatives.
- Developed HR risk mitigation strategies and generated reports for management review.
- Managed Workday implementation, including requirements gathering, blueprinting, and user acceptance testing.
- Acted as Application Owner for HR Helpdesk and Workday.



Tools & Technology

ITSM, Jira, Workday



Designated HR manager - Internal Business System Analyst & Scrum Skills



Period

July 2018 - September 2022



Company

HP ADHESIVES PRIVATE LIMITED



Project

Business System Evolution (BSE)



Role & Responsibilities

- Oversaw recruitment, selection, and on boarding processes.
- Managed payroll, attendance, leave records, and employee databases.
- Administered employee benefits, including Medclaim Policy and incentives.
- Conducted training needs analysis and designed development programs.
- Implemented HRM module and Field Assist application.
- Led the Business System Evolution (BSE) project to replace the HRMS solution with Workday.
- Optimized recruitment, staffing, and compensation modules.
- Developed custom reports and streamlined HR business processes.
- Provided HRIS helpdesk support and resolved tickets.
- Conducted release activities and client user forums.
- Defined user stories, acceptance criteria, and user interface designs.



Tools & Technology

Agile Central, HP-ALM, Workday



Senior HR Executive



Period

June 2016 - June 2018



Company

KAMANI FOODS PRIVATE LIMITED



Roles & Responsibilities

- Handling payroll administration and statutory compliance
- Conducting performance appraisals and talent management
- Implementing HR modules for process optimization
- Conducted recruitment and payroll processing.



Senior HR Executive



Period

December 2012 - May 2016



Company

GEOLITE AGRITECH INDIA PVT LTD



Roles & Responsibilities

- Leading recruitment and on boarding processes
- Ensuring compliance with statutory regulations
- Managing employee engagement initiatives and HR budget



HR Executive



Period

November 2010 - November 2012



Company

SE-CAD ENGINEERS PVT LTD



Roles & Responsibilities

- Conducting recruitment and payroll processing
- Organizing training programs and employee engagement activities

PROFESSIONAL ATTRIBUTES

- Strong analytical and problem-solving skills with a keen eye for detail.
- Excellent communication and interpersonal skills.
- Ability to manage multiple priorities and work under pressure.
- Proficient in mentoring and developing teams.
- Adaptable to new technologies and methodologies.