

Shivani Gupta



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SUMMARY OF QUALIFICATIONS

- Worked as **Workday** HRIS expert, with **5+ yrs.** of experience providing seamless **Workday HCM** solutions.
- Experience and extensive knowledge on **Workday Core HCM, Integrations, Report Writer.**
- Experience designing, building, and testing complex **Custom Reports** for various HCM modules
- Hands on experience in building and maintaining **Calculated Fields** in Workday.
- Hands on experience with designing and developing **Workday Studio** integrations.
- Quick learner and excellent team player, ability to meet tight deadlines and work under pressure.

SKILL INVENTORY	HCM Modules	WORKDAY HCM, HCM CORE, HCM FUNCTIONAL
	Integrations	WORKDAY STUDIO, INBOUND/OUTBOUND
	Reporting	REPORT WRITER, CALCULATE FIELDS, CUSTOM REPORT, ADVANCED REPORT, MATRIX REPORT

WORK EXPERIENCE

04/2023 – till date: American & Axle Manufacturing

HRIS ANALYST

- Develops HRIS solutions by researching and evaluating solution alternatives; understanding business and system requirements; designing integrated models; writing documentation; preparing training material and knowledge articles; delivering user training.
- Develops and maintains custom reports and dashboards using Workday reporting tools to provide insights into HR metrics and analytics.
- Provides support to end-users utilizing the Workday Case Management tool by troubleshooting system issues, resolving queries, and offering guidance on business processes

07/2023 – 03/2024: CDK Global

WORKDAY EXPERT

- Acted as a technical expert and strategic advisor for Workday HCM, collaborating with HR functional teams to deliver innovative solutions and a long-term vision for the platform. Provided specialized consultation and configuration for the US, Canada, and India regions.
- Extensive experience in building and debugging Custom Reports, EIBs, Connectors, Document Transforms, XSLT, and Workday Studio. Skilled in designing, configuring, testing, and deploying Workday reports to effectively meet user requirements.
- Respond to a wide range of support requests related to our global HRIS, primarily concerning Workday, through effective case management.

09/2021 – 05/2023: Goldman Sachs

GLOBAL HRIS ANALYST

- Expert in building and maintaining inbound and outbound Workday HCM integrations and proficient in report writing.
- Collaborate with internal Product Owners to understand requirements and propose innovative solutions. Address support requests, primarily from the UK and EMEA regions, related to the global HRIS, particularly those associated with Workday.
- Ensure timely updates while maintaining specified standards, and provide process, data, and system guidance to stakeholders.

02/2021 – 09/2021: Advance Auto Parts

GLOBAL HRIS ANALYST

- Served as the technical expert and strategic advisor for Workday Core HCM, Integrations, and Report Writer for the US and India regions.
- Provided first-line support to employees and responded to inbound queries related to Workday through the ticket system.
- Interfaced with other team members to optimize business processes, report design, and system integration. Addressed a variety of support requests related to our global HRIS, primarily concerning Workday.
- Collaborated with Workday team members to support the continuous improvement of our Workday environment and ecosystem.

08/2019 – 11/2020: Intelliswift Software

HRIS ANALYST

- Worked with Workday HCM Core, Report Writer, and Integrations.
- Collaborated closely with other Core People Services team members within P&C Services to meet overall operational objectives, share ideas, and incorporate lessons learned.
- Interfaced with team members to optimize business processes, report design, and system integration.
- Worked with Workday team members to support the continuous improvement of our Workday environment and ecosystem.

COURSES / CERTIFICATIONS

- Certified in Workday Report Writer by Workday
- Certified in Workday HCM by Workday

LANGUAGES

Hindi: Native

English: Native