

# PRIYAL SINHA

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## Summary:-

Results-oriented Business Analyst with 3 years of experience working with ADP on HCM-based products, including Workforce Now and Vantage. Skilled in gathering and analyzing business requirements, designing tailored solutions, and supporting end-to-end payroll and human capital management systems implementations.

Proficient in using SQL for data analysis, reporting, and troubleshooting within payroll and workforce systems. Experienced in collaborating with cross-functional teams to improve workflows, enhance user experience, and ensure compliance with HR and payroll regulations. Strong in documentation, testing, and supporting system integrations.

Recognized for streamlining processes, solving complex problems, and delivering solutions aligned with business needs. Adept at stakeholder communication, project coordination, and maintaining high standards of accuracy and efficiency in HCM projects.

## Education:-

- Master of Business Administration, Indira Gandhi National Open University- 2025
- Bachelor's degree, Electrical and Electronics Engineering, Lakshminarayan College of Technology, Bhopal -2018

## Skills:-

- Salesforce reporting
- US Payroll
- SQL for data extraction and manipulation
- Python
- Advanced Microsoft Excel
- Office 365
- Financial force
- Jira and Confluence for Agile projects
- HCM- Vintage, WFN (Workforce Now), ADP Reporting (ADPR), Data Bridge
- Payroll – multi-state payroll and integration with financial systems
- Familiarity with reporting tools like Tableau and Power BI
- Business analysis skills: stakeholder management, requirement gathering, process improvement, documentation, strong communication, time management, etc.

## Experience

### **Automatic Data Processing (ADP)**

#### **Business Analyst**

**July 2022 – To date**

#### **Pune (MH)**

- Interacting with business partners and stakeholders from across business units to gather requirements and prepare the scope document.

- Thoroughly studying the existing SQL engine, documenting its workflow, determining its flaws, coming up with the new SQL engine logic/algorithm to overcome each of these flaws, and preparing detailed documentation for the same, elaborately explaining various business cases.
- Brainstorming with other analysts to come up with the best possible solutions to incorporate new, proposed enhancements to the application.
- Interacting with the developers to explain the functionality expected from the application and proposing certain page plans, controls, and system navigation for HCM products like ADPR, Vantage, Workforce Now, and Data Bridge.
- Working together with the development team, performing detailed analysis, and preparing the functional specification document, or BRD.
- Analyzed business requirement for payroll system, ensuring compliance with US payroll laws, including multi-state taxation and wage laws.
- Reviewing the scope document and the functional documents with the internal team and the business stakeholders iteratively by incorporating feedback
- Communicating with the business partners regarding the deliverables and the timelines
- Providing clarifications/ resolving doubts from the development team during the development cycle
- During the QA cycle helping the QA team to categorize and prioritize defects and providing functional application information and ensuring timely resolution of defects, via close monitoring and follow-up
- Supported year end payroll processing audits and reporting to meet federal and state requirements.
- Conducted gap analyses for payroll system implementation to align with business needs and regulatory requirements.
- HCM platforms being used include Vantage, Workforce Now (WFN), ADP Reporting (ADPR), Data Bridge, etc.
- Utilized project management tools like FinancialForce (FF), Salesforce, Jira, Data Collector, and MS Excel.

## **Xoriant**

### **Senior Technical Recruiter**

**July 2021 – July 2022**

- Understanding & Analyzing the requirements of the position
- Day to day candidate sourcing using tools such as; Bullhorn, Monster, Indeed, Dice, Career Builder, LinkedIn Recruiter, Etc
- Full Life-Cycle Recruiting experience understanding the opening, sourcing the right candidate, technical interviews, negotiations, closing the deal and maintaining the relationship with client and consultants for contract & contract-hire placements of IT professionals for clients
- Organizing various levels of technical interviews
- Responsible for recruiting across positions and technologies like desktop analysts, Project Manager, Business Analyst, UI/UX developer, Salesforce Developers, IOS/Android, Application architect, java developer, .Net developer, Python, and Hadoop, Informatics, front-end, back-end, full-stack, Data Scientist, Data Analytics / Security Analyst's, Oracle ERP Analyst, Quality Analyst-Java/Selenium, Linux Systems Administrator, Business analyst, SAAS/ Cloud, Networking Security and so forth
- Knowledge of H1B, GC, 1099, EAD, OPT visa types
- Recruited non-technical professionals working in niche skills as well as other i.e
- Accounts payable, Accounts receivable, HR professional, CSR, financial analyst, etc
- Extensive experience in both highly selective and high volume recruitment while managing multiple department requisitions

## **Ztek Consulting**

### **Sr. Technical Recruiter**

**Feb 2019 – June 2021**

- Understanding & Analyzing the requirements of the position
- Day to day candidate sourcing using tools such as; Bullhorn, Monster, Indeed, Dice, Career Builder, LinkedIn Recruiter, Etc

- Full Life-Cycle Recruiting experience understanding the opening, sourcing the right candidate, technical interviews, negotiations, closing the deal and maintaining the relationship with client and consultants for contract & contract-hire placements of IT professionals for clients
- Organizing various levels of technical interviews
- Responsible for recruiting across positions and technologies like desktop analysts, Project Manager, Business Analyst, UI/UX developer, Salesforce Developers, IOS/Android, Application architect, java developer, .Net developer, Python, and Hadoop, Informatics, front-end, back-end, full-stack, Data Scientist, Data Analytics / Security Analyst's, Oracle ERP Analyst, Quality Analyst-Java/Selenium, Linux Systems Administrator, Business analyst, SAAS/ Cloud, Networking Security and so forth
- Knowledge of H1B, GC, 1099, EAD, OPT visa types
- Recruited non-technical professionals working in niche skills as well as other i.e
- Accounts payable, Accounts receivable, HR professional, CSR, financial analyst, etc
- Extensive experience in both highly selective and high volume recruitment while managing multiple department requisitions

## **SGS Consulting**

### **Talent Acquisition Executive**

**June 2018 – Dec 2018**

- Sourcing & Screening hard to find candidates
- Negotiating Salaries with Candidates
- Setting up Interviews for sourced candidates
- Achieve timely given Targets of Placements
- Maintain the dealings with Sub Contractors and Sub Vendors
- Negotiating business terms with Clients
- Looking after the entire paperwork related with Client and Candidates dealings
- Handle the complete recruitment Cycle and resource candidates of suitable caliber from Internet job boards for specific vacancies in USA
- Responsible for sourcing, screening, selection and generation of candidates for all vacancies received

### **Accomplishments:-**

- Received The dashing debut award in the entire ADP process for two consecutive months for completion of projects with 100% accuracy in only 4 weeks.
- Was able to deliver more than 50+ projects without any error or escalation