

Summary

Results-driven HR professional with 7+ years of experience in Human Resource Management and a proven track record in implementing and optimizing Workday HCM solutions. Adept at managing HR processes, data analysis, and providing strategic insights to enhance organizational effectiveness. Excellent communication skills and a commitment to fostering a positive workplace culture.

Education

Bhagarka College , University Of Mumbai

Master in Commerce Part 1 - Commerce, CGPA: 90.00%

Experience

Unistone Capital Private Limited

Workday HCM Consultant

Jul 2023 - Present

- Maintain day to day support of Workday HCM Business processes e.g. Global Hire process design, Compensation, Hiring, Performance, Security, Job family, Position Management.
- Designed, configured and automate business processes to enhance the current application systems for HCM including Hire, Change Job, Termination, Propose Compensation etc.
- Configured Security objects including Management Supervisory Organization, Hierarchies, Regions, Locations, edited Domain and Business Process Security Policies, Tenant setup and created reports to meet customer requirements.
- Creating Time calculation on the basis of requirement for different countries Business documentation, process documentation adhering to current process and suggesting new effecting process.
- Involved in Workday HCM for various HR modules such as Compensation Reports, Time and Absence Management, recruiting modules.
- Working on several tickets on various modules.
- Created questions, questionnaires, segmented for security for the domains.
- Worked on Compensation Eligibility (Rules, Grades, Plans, Packages) Job requisition, job application etc.
- Creating a job requisition, posting the JD into internal and external career sites.
- Created business process according to the need.
- Worked on compensation like one time payments, compensation change grades, grade profiles, salary plans and allowance plans.
- Created compensation eligibility rules as per the requirements like location, management level, job profiles etc.
- Stay up-to-date on the latest Workday product features and updates.

Fintree Finance Private Limited

Workday Analyst

Mar 2020 - Jun 2023

- Support Various HR functions including Human Capital Management, Benefits & integration.
- Collaborate closely with HR leaders, Stakeholders, & IT professionals to ensure the effective utilization of workday to meet the organization's evolving needs.
- Work closely with HR & IT teams to analyze, design, configure & implement workday solution HCM, Benefits, Security & 3rd party integrations.
- Configure & maintain Workday System Settings, including Security roles, Business process & data integrations, ensuring data accuracy & compliance.

- Collaborate With HR & other internal teams to streamline & automate HR processes related compensation, benefits, & payroll administration.
- Lead testing efforts for workday system upgrades, bi-annual release testing, enhancements, & integrations, ensuring system stability & functionality.
- Provide ongoing training & support to end users to maximize utilization & adoption of workday features & functionality.
- Stay informed about Workday updates, best practices, industry trends & proactively recommend enhancements to HRIS platform.
- Managed time tracking processes within Workday, ensuring accurate recording of employee hours and leave.
- Conducted training sessions for employees on using Workday for time tracking and absence reporting.
- Analyzed time tracking data to identify trends, inefficiencies, and opportunities for improvement.

Aptech Private Limited

HR Operation Assistant Manager

Oct 2017 - Feb 2020

- Worked as Spine HRMS System Administrator, responsible for providing system admin support for all HR systems, including Employee onboarding, Background Verification, Time Tracking Sheet Management, Shift Scheduling, Claims & Reimbursement , Absence attendance, Salary disbursement & maintain HR dashboard.
- Create a JD-Master based on skill set and requirements, gather and store candidate data, raise vacancy requests, and manage interview details.
- Access pay slip, tax projection, and leave balance without depending on HR, Admin, or Accounts.
- Overseeing the entire employee lifecycle, from hiring to exit processes. This includes onboarding and offboarding, exit interviews, and communicating employee benefits.
- Managing compensation and benefits programs, including salary structures, bonus programs, and health and welfare benefits.
- Handling employee relations, including addressing concerns, assisting with conflict resolution, and fostering a positive work environment.
- Managing HR projects and initiatives as assigned.
- Developing and implementing HR policies and procedures that align with the company's goals.
- Handling employee concerns, assisting with conflict resolution, and fostering a positive work environment.

Certifications

- Workday HCM Certified
- Abacus Fares & Ticketing Certified
- Abacus Basic Functionalities Certified

Skills

Workday HCM

Spine HRMS

Language

English

Hindi

Gujarati

Marathi