Manali Jadhav

HCM Analyst

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PROFILE

- Detailed oriented and highly skilled Workday HCM Analyst having good knowledge in configuring and maintaining Workday HCM business processes
- Proficient in configuring business processes (such as Hire, Change Job, Termination), security roles, and organizational structures within Workday.
- Experienced in using Workday EIB (Enterprise Interface Builder)

EDUCATION

Bachelor's of Management Studies   2019 – 2021
Sheth N.K.T.T. College

Higher Secondary Certificate   2017 – 2019
Padmavati High School & College

Secondary School Certificate   2016
New Kalwa High School & Junior College

PROFESSIONAL EXPERIENCE

HCM Analyst   09/2022 – present
Wipro Ltd.   Navi Mumbai, India

- **Oversee recruitment teams** during the initial hiring process, managing job requisitions and creating pre-hire records for new employees.
- **Coordinate various employee job changes** including transfers, promotions, demotions, and reassignment of supervisory organizations, ensuring changes are accurately processed in the system.
- **Manage compensation structures**, including base adjustments, one-time payments, bonuses, and shift differentials, ensuring they align with organizational policies and goals.
- **Facilitate transfers of employees** within the same job profile or level, to new locations or different supervisory organizations, without impacting compensation or job responsibilities.
- **Handle promotions and demotions** by updating job profiles and management levels to reflect new roles or responsibilities, while maintaining appropriate compensation adjustments.
- **Ensure accurate recording and processing of terminations**, both voluntary and involuntary, while maintaining compliance with organizational policies and legal requirements.
- **Enhanced end-to-end data integration** in **Workday** by leveraging **Enterprise Interface Builder (EIB)**, reducing **manual data entry errors** and streamlining processes to **save time** and improve **data accuracy**.
- **Worked** with **North America team** to **resolve process-related queries** and **proactively addressed client inquiries and concerns** to support **efficient service delivery**.
- **Tested business processes** across different **Workday tenants** to ensure they worked as expected. Worked closely with **teams** to check **system configurations** and make sure they met **client needs**. Provided clear **test results** and **feedback** to clients, helping them make necessary improvements and ensure smooth **system implementation**

SKILLS

HR Skills & Knowledge

- **HR Business Process Management**: Expertise in managing Hire to Retire processes, including recruitment, job changes, and terminations.
- **HRIS Systems**: Proficient in Workday, ensuring accurate and timely updates to employee records and compensation information.
- **Compensation Management**: Experienced in managing complex compensation structures, including base pay, bonuses, shift differentials, and one-time payments.
- **Job Change Events**: Strong knowledge of managing job transfers, promotions, demotions, and supervisory reassignment processes.
- **Employee Lifecycle Management**: Skilled in ensuring a smooth and compliant transition from recruitment to retirement, including managing employee benefits and severance packages.
- **Attention to Detail**: Excellent at maintaining accuracy in record-keeping, ensuring compliance with internal policies and legal standards.
- **Communication**: Strong written and verbal communication skills for collaborating with teams, management, and employees.

SOFTWARE & TOOLS EXPERTISE

- **Siebel**
- **Oracle PeopleSoft**
- **Workday**
- **ServiceNow**

REWARDS & RECOGNITION

Shimmer Award (2-time recipient)
- Recognized for exceptional leadership and dedication to team success.
- Acknowledged for taking on additional responsibilities beyond Business-As-Usual (BAU) tasks.