

Kriti Jain

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PROFESSIONAL SUMMARY

- An astute professional with more than 6 years of cross-cultural experience in the areas of Human Resource Management, and over 3 + years of experience in HRIS ERP.

PROFESSIONAL EXPERIENCE:

- ✚ Currently working with **Intecrowd llc – Associate Consultant (Workday), Hyderabad India. Since, Jan 2023.**
 - o Day to day support of Workday HCM, Compensation.
 - o Configuration of Supervisory Organizations, Compensation (salary plans based on different grades, grade profiles and allowances), and Business Processes.
 - o Worked on creating Job Profiles, Job Families, and Job Family Groups.
 - o Worked on creating supervisory Organization, Create Subordinate, Contract Contingent Worker, company, Cost Centre, Region, and Location.
 - o Develop training materials and provide end-user support.
- ✚ Worked with **Deloitte – Senior Analyst (Workday), Hyderabad India. Since, May 2022 to Dec 2022.**
 - o Working on requirement gathering, fit-gap analysis, functional design, user acceptance testing, training end users and production support.
 - o Business Process configurations
 - o Creating Custom Reports and schedule reports as requested by end-users.
 - o Working on various security groups like User Based Security Groups, Role Based Security Groups and Job-Based Security Groups.
 - o Experienced in Workday security related to creating and assigning Users / Roles Permissions.
- ✚ Worked with **Malvi Systems – HR Manager (Workday Consultant), Johannesburg South Africa. Since, March 2020 to April 2022. (Operated from India)**
 - Project Details -**
 - Designation: Workday Consultant**
 - Responsibilities:**
 - o Manage day-to-day activities of HR Information Systems Workday for HCM Module.
 - o Creation and maintenance of Workday Supervisory Organizations, creating sub ordinates, assign superior, Move workers, Locations, Positions, Cost centre, Region etc.
 - o Analyse and understand the functional specification and preparing the test scenarios/test cases based on the functional specification and analysing the test results.
 - o Creating Staffing Models (Position & Job Management) and Supervisory organizations.
 - o Job Requisitions, Job Profile, setting up in external/internal career sites.
 - o Work closely with documentation team to improve existing documentation and to ensure new features are communicated to the users accurately.
- ✚ Worked with **OQtosys Solution - Quality Analyst (HRIS Workday) Johannesburg South Africa (July 2018 - June 2019)**
 - o **Project Details -**
 - Role: Quality Analyst Responsibilities:**


- Working as a functional quality Analyst.
- Performs shared service analyst activities specific to the human resources function. Maintains and processes confidential information, forms, and records in Workday and ServiceNow.
- Worked on Business Process like Create Position, Hire, Re-hire, Termination, LOA, Change job and time off.
- Worked on creating supervisory Organization, Create Subordinate, Contract Contingent Worker, Company, Cost centre, Region, and Location.
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 Worked with **Husys Consulting Ltd. -Senior HR Associate (Jan 2015- May 2016)**

Role: HR Business Partner

Handling different Clients' requirement and HRIS implementation –

- Project Management – Participate in HRIS (ApHusys) projects of moderate complexity, with cross functional implications. Performs project process components; defining requirements, functional specifications, data mapping, system testing and go live support.
- Collecting, structuring, analysing, and reporting on HR processes and data.
- Record and process employee information including annual leave, personal data and working hours.
- Support management on structural policy matters related to the HRIS.
- Work alongside the IT department to perform regular assessments and improvements to the HRIS.
- Design user-friendly processes, guidelines, and documentation.
- Oversee all system upgrades and system additions in partnership with the Information Technology (IT) department.
- Ensure accuracy and integrity of organizational data within the HRIS.

 Worked with **Jakob & Partners India Pvt Ltd. - Assistant Manager- HR and Admin (April 2011 – November 2012)**

Human Resource Manager

- Recruitment & on boarding
- Performance Management & Promotions
- Employee Engagement
- Policy and Salary Administration
- Training & Development

Administrative Manager

- Budgeting and Planning
- Vendor Management

Educational Qualification

- Master of Business Administration (Year 2006- 2008) in Organizational Behaviour and Human Resource Management from Barkatullah University, Bhopal.
- Bachelor of Science from Barkatullah University, Bhopal.

Computer Proficiency

- Post Graduate Diploma in Computer Application from Makhnallal University, Bhopal.