SHWETA VERMA

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**CAREER SUMMARY**

* 5+ years’ experience in Human Resources Recruitment and over 1 year of experience as Workday Consultant with good understanding of Reporting, Integration and functional knowledge of HCM.
* Worked extensively in Workday HCM, Report Writing, Core HR, Benefits, Absence Management, Compensation, Performance Management, Recruiting, Talent Management, Time Tracking.
* Hands on experience in supporting tickets, and troubleshooting, and fixing the issues based on client requirements.
* Provided day to day support of current Workday HCM, Security, Compensation and Reporting related issues and weekly updates to the peers regarding new implementation process.
* Involved in Workday Functional support which includes Core HCM, Compensation, Configurations and Workday functionality testing.
* Good experience in creating Standard Reports, Custom reports like Advanced Reports, Matrix Reports, Complex Calculated Fields, Conditions and Eligibility Rules for specific purposes.
* Worked on developing Reports for Compensation, Recruiting, Benefits, Payrolls, Absence management
* Hands on experience in configuring Workday Integrations using EIB's, Core /Cloud Connectors, Document Transformation process, building XSLT, XML and rest based in APIs in Workday.
* Well versed with functional knowledge of Workday HCM modules from configuration/setup to ongoing data maintenance.
* Strategic and culturally diverse Human Resources professional with 5 years of experience in planning, developing, implementing and evaluating HR programs and policies
* Extensive background in HR generalist affairs, including experience in employee recruitment and retention, staff development, mediation, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance.
* An innovative HR Executive who translates business vision into HR initiatives that improve performance, profitability, growth, and employee engagement. Exceptional interpersonal capabilities and communication skills thrives when working in a dynamic, fast-paced environment and nurturing employee and client relationships
* Efficient in working cross functionally with several teams

**Areas of Exposure:**

* Recruitment Team Management
* Induction Employee Engagement
* Training & development Human Resource Information Software
* Employee Relation Workday (Report writing & Calculated Field)

**Technical skills:**

* Workday Integration: Core HCM, Report Writing, Calculated field, EIB, Core Connectors
* Workday Reporting Tools: Report Writer (Simple, Advanced, Matrix and Trended)

**PROFESSIONAL EXPERIENCE**

**Cybermate infotek Limited, India**

**Client: Shelter Insurance**

**Workday HCM Consultant**

April 2015 – June 2016

**Key Responsibilities -**

* Design and build integrations and worked closely with testing and production teams to solve issue with integrations.
* Created Simple, Advanced and Matrix reports as per the client requirements and shared with the security groups.
* Performed arithmetic calculations in matrix report for counting, averaging, summing, ranging between maximum and minimum.
* Created Reports against the Worker business object and worked on Headcount, Turnover and Compensation Reports.
* Worked on Calculated Fields to create Report level and Global calculation Fields.
* Extended Workday business objects by creating custom fields and objects for tenant.
* Good working knowledge on Inbound and Outbound EIB integration concepts and created various EIB integrations.
* Developed EIB Outbound Integrations to share Custom Reports, as per vendor Specifications.
* Worked on Workday delivered Configurable Integrations like vendor specific connectors.
* Worked on Core connectors by using Generic templates.
* Created advanced, medium, complex Inbound/Outbound integrations, core/cloud connectors, using EIB’s, document transformation process.
* Worked on Benefits, Compensation, talent management, recruiting, Business reports etc.
* Leveraged robust workday web service API framework to load data inputs into workday via EIB Inbound Integration development.
* Involved in unit test on Integrations, UAT support and end user training.

**Technical Environment:** Workday, Workday studio, workday EIB, Core connectors, Document transformation, Calculated fields, Workday report writer, XML, XSLT.

**Cybermate infotek Limited, India**

**Client: Shelter Insurance**

**Workday HCM Consultant**

May 2014 – March 2015

**Key Responsibilities -**

* Hands on experience in supporting tickets, and troubleshooting, and fixing the issues based on client requirements.
* Provided day to day support of current Workday HCM, Security, Compensation and Reporting related issues and weekly updates to the peers regarding new implementation process.
* Consulted with clients on a variety of data integrity issues to identify/resolve all issues that could impact project scope and/or timeframe.
* Participated in Workday Communities to remain connected with Workday and customers.
* Tested and supported all the HR Business processes like Hiring, Performance, Compensation talent management etc. implemented in Workday.
* Involved in Workday Functional support which includes Core HCM, Compensation, Configurations and Workday functionality testing.
* Worked on Workday Support project in handling high Priority tickets, bug fixes and enhancements related to Workday
* Responsible for conducting weekly meetings with stakeholders and product owner in order to meet milestones and highlight areas of concern.

**MPS Limited, India**

HR Exe - Recruitments

April 2012 – April 2014

**Key Responsibilities -**

* Participated in Analysing client’s HR/Payroll business needs through client working sessions and supported development of new business processes and a future state design
* Implemented and adhered effective HR policies to ensure all practices are in compliance with labor and employment regulations.
* Identified potential candidates utilizing the various recruiting tools including Monster, CareerBuilder, Internal Database, Referrals, Networking events, Social Media, Cold Staffing etc.
* Interviewed prospective candidates for qualifications and job-related experience, assisted with application process and communicated with client during hiring process if necessary
* Conduct preliminary screening, review resumes, administer tests, and schedule interviews for 500+ candidates annually.
* Produced a variety of HR reports and charts including Hiring Snapshot, Employee Referral records, Weekly Roaster and Leave Reports.
* Maintained or exceeded goals for each quarter of at least 5 or more recruits per month
* Increased employee retention rate from 81% to 93% over a 5-year period by fostering positive work environment, organizing social events, and solving issues for employees
* Coordinated on-boarding and orientation plans for newly hired staff and actively involved in preparing employee handbook for 300+ full time employees.
* Collaborate with management team to attract, identify and place qualified candidates for established roles critical to operational success
* Expand recruitment efforts by building connections with associations, universities and professional organizations to attract quality candidates for the organization
* Collaborated in all aspects of human resources including policy maintenance, disciplinary processes, and daily operations
* Administered recruitment paperwork flow which included pre-employment documents, job offer letters and declination letters
* Called on hiring managers on a continuing basis to develop a thorough knowledge of departments needs and to ensure that department candidates were fully screened and matched to the position.
* Performed background reference investigations, i.e., prior employment references, screenings, etc. to gain adequate information on which to base a selection decision

**ADI BPO, Dehradun (ADI Group)**

HR Trainee (Voice/ Non-Voice)

Nov - 2010 – March 2012

Worked as HR Trainee in Recruitment, taking care of 02 processes – **Videocon (d2h) and TTSL Outbound (Service Campaigns)**

**Key Responsibilities –**

* Assisted hiring managers with the recruitment and selection process.
* Work with hiring managers to identify short- and long-term staffing needs
* Completed employee recruitment efforts and assisted with applicant screening and interviews.
* Created, monitored and updated tracking spreadsheets
* Collect all relevant paperwork, credentials, and references and conduct background checks
* Attend job fairs to recruit pool of potential candidates
* Collected, posted and monitored all internal and external job postings.
* Coordinate job fairs, weekend drives and other recruiting functions.
* Interviewed and generated offer letter for selected candidates.

**EDUCATION**

* 2009 – 2010

Completed **POST GRAGUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT**

## From **Institute of Management Technology, India**

* 2007-2009

## Completed **MASTER OF BUSINESS ADMINISTRATION** from **Omkarananda Institute**

**of** **Management & Technology**, **India**

* 2005- 2007

Completed **BACHELOR OF ART’s** from **D.A.K College, India**

**I hereby declare that all information given above is true to best of my knowledge.**

**(SHWETA VERMA)**