Shweta

**Workday Consultant**

**Email:**  [**satzverma0710@gmail.com**](mailto:verma.shweta0210@gmail.com)

**Ph #:**

**CAREER SUMMARY**

* Over 2 years of experience as Workday Consultant in configuration, reporting and developing integrations, and 3 years of experience as HR Executive.
* Experienced in creating Standard Reports, Custom Reports like Advanced Reports, Matrix Reports, Complex Calculated Fields, Conditions and Eligibility Rules for specific purposes.
* 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.
* Good knowledge in Workday HCM, Report Writing, Core HR, Benefits, Compensation, Performance Management, Recruiting, Talent Management, Time Tracking.
* Expertise in HCM functionality to configure, integrate and maintain Business Processes, Supervisory Organizations, Staffing models, Job Profiles, Positions, Locations, Compensation, Cost Centers, Reports, and Security.
* Created, Updated and Maintained Integrations, including Core Connectors, Core Connectors using DT, EIB's using Custom Report Transformation and EIB's using XSLT Transformation.
* Proficient use of HR processes such as Recruiting, Hiring, Payroll, Benefits, Employee Record maintenance, Training, Pay Planning, Performance and Talent Management, Applicant Tracking, On-boarding.
* Well versed with functional knowledge of Workday HCM modules from configuration/setup to ongoing data maintenance.
* Extensively worked on discovery sessions in Workday including requirement gathering as a Technical Workday Consultant.
* Validated data after loading into Workday and responsible for issue tracking and resolution.
* Knowledge of software development life cycle (SDLC) phases such as requirement analysis, design, development, testing and deployment.
* A quick learner with strong Analytical & Communication skills. Excel in building Customer relationships.
* Efficient in working cross functionally with several teams

**Technical skills:**

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| **Operating Systems Windows** | Windows and Mac. |
| **ERP** | Workday |
| **Workday Integrating Tools** | Core HCM, Report Writing, Calculated field, EIB, Core Connectors |
| **Workday Reporting Tools** | Workday Report Writer (Advanced, Matrix, Trended, nBox, Search) |
| **IDE** | Oxygen |
| **Languages** | XML, XSLT |
| **Office Suite** | Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Ms Office 365 |

**PROFESSIONAL EXPERIENCE**

**Company: Cybermate Infotek Limited, Hyderabad, India**

**Client: Kleberg Bank, Kingsville, TX Jul 2015 – Jun 2016**

**Role: Workday Consultant**

**Responsibilities:**

* Involved with Workday Report Writer and creating custom integrations with third party applications using Workday Cloud Connect and Enterprise Interface Builder (EIB), Document Transformations.
* Maintain and day to day support of Workday HCM Business processes e.g. Compensation, Hiring, Performance, Security, and Talent management.
* Developed integrations in both EIB (inbound/ outbound) REST API's and Core Connector, managing business processes, working with EIB, Report Writer, Creating Calculated Fields and Custom Reports, and experience with XML, XPATH and XSLT.
* Converting Simple reports to Advanced Reports by using Calculated Fields, Sorting, Filtering Report Fields, providing Advanced Filtering Option, Creating Sub Filters and by using related Business Objects.
* Built industry standard reports like List Reports, Matrix Reports, Calculated Fields, Conditions and Eligibility Rules that apply to the parameters of the report.
* Designed and configured Workday BPs for HCM including Hire, Change Job, Termination, Propose Compensation, Termination etc.
* Creating Supervisory organizations, Matrix organizations, Cost Center, Location and their hierarchies, Job profiles, Job family groups and maintained them.
* Created new integration to pull the new hires information using Core Connector Worker and Document Transformation which uses connector integrations XML Output as its data source input.
* Experience in Workday security expertise to maintain and create custom roles & user-based security groups, configure Business Process & Domain Security Policies, Configured Integration System Security Groups and Integration System Users.
* Created and maintained all business process set up data, including all business process definitions, steps, checklists, condition rules, notifications.
* Worked with clients to implement, support and integrate Workday HCM technology solutions into the business environments.
* Worked on configuration of processes like change job, compensation grades, mass hire, mass productions. Worked on data migration from legacy systems to Workday system using EIB.
* Created test scenarios for testing all in scope Business Processes like Hire, Job Change, Promote, Transfer, Terminate, Compensation changes, Employee Self Service process, etc.
* Provided post rollout production support. Served as point of contact for Workday Support tickets and monitored and resolved incoming tickets.
* Extensively involved in trouble shooting and fixing problems at development, System testing and post-production stages for various HRMS modules.

**Environment:** Workday, Core HCM, EIB, Core connectors, Document Transformation, Calculated Fields, Workday Report Writer, XML, XSLT, Oxygen XML Editor, MS Visio, MS PowerPoint, MS Excel

**Company: Cybermate Infotek Limited, Hyderabad, India May 2014 – Jul 2015**

**Client: Wayfair, Boston, MA**

**Role: Workday Consultant**

**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.
* 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.
* Created Supervisory Organizations, Cost Center, Cost Center Hierarchies, and location hierarchies’ maintenance, and modification of Workday Business Processes and definitions.
* Experience working on all types of data sources and all Workers, Supervisory Organization, Cost Centers, Location and its Hierarchies, Position Management, Indexed Workers.
* 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.
* Serve as point of contact for HR Representatives and Managers for Workday related issues.
* Handle support tickets and configuration for core HR, Benefits, Compensation, and Absence Management.

**Environment:** Workday, Core HCM, EIB, Core connectors, Document Transformation, Calculated Fields, Workday Report Writer, XML, XSLT, Oxygen XML Editor, MS Visio, MS PowerPoint, MS Excel

**Company: MPS Limited, Dehradun, India April 2012 – April 2014**

**Role: HR Executive**

**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
* Collaborate with management team to attract, identify and place qualified candidates for established roles critical to operational success
* 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

**Company: ADI, Dehradun, India Nov 2010 – Mar 2012**

**Role: HR Trainee**

**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.

**Academics**

## **Post-Graduation Diploma in Human Resource Management (PGDM)** from Institute of Management Technology, Ghaziabad, India in 2009-2010.

## **Master of Business Administration (MBA)** from Uttarakhand Technical University, India in 2007-2009.

## **Bachelor of Arts (B.A.)** from Mahatma Jyotiba Phule Rohilkhand University, India in 2005- 2007