**Karanjit Singh**

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**7322079205**

**New York**

**Sr. Workday Consultant/ HRIS Analyst (USC Holder)**

**PROFESSIONAL SKILLS**

* 5+ years of HRMS software applications and implementation experience with a focus multiple Workday implementation projects.
* Comprehensive knowledge of Workday: HCM, payroll, benefits, performance, compensation, recruiting, onboarding security and reporting.
* Strong functional and analytical skillset with ability to identify, troubleshoot and resolve Workday issues.
* Excellent business process analysis, testing and documentation skills.
* Strong presentation, interpersonal, team-building and leadership skills.
* Strong knowledge of Workday, MS Office Suite, Excel, Power Point, along with other similar and/or software applications related to job functions.

**WORK EXPERIENCE MUFG Bank, New York**

**Designation:**Workday Consultant, HRIS Analyst **Duration:**Dec’18 to Present

* Implement, test, support and provide guidance for new functionality, production issues and troubleshooting system configuration.
* Collaborate with team to identify new opportunities to enhance functionality and/or provide automated solutions to manual processes.
* Assist in performing fit and gap analysis on workday processes and upcoming new features.
* Worked on Various Reports Like Simple, Advanced, Matrix, Composite and Trending Reports
* Generate reports and queries within Workday. Schedule reports as necessary.
* Expertise in Reporting areas to build complex reports with using Calculated Fields, and worked on Dashboard Reports.
* experience in Business process configuration/modification – Updates to Hire, Termination, Change Job BPs
* Maintain data integrity in system by creating/running audits, analyzing data, and day to day transactional review/approval and end user support
* Perform testing of new system features and releases. Evaluating the impact to Workday and customer processes as well as configuration.
* Develop, review and update user procedures, documentation and test scripts.
* Train employees and management on new process functionality – as required.
* Work with teams on Workday data uploads utilizing Inbound EIB.
* Building Workday Integration (Outbound EIB), calculated fields, and Writing XSLT transformation code.
* Create and Maintain Workday Security, creation of User based security, Integration System Security Groups, Segmented security groups
* Worked on configuration of Payroll Interfaces (PECI), integrating with third party payroll vendor – ADP Globalview (or xxxx which MUFG uses to pay their employees)
* Provide day-to-day Workday-support and trouble-shooting user security.
* Partner with project teams and business leaders for projects, enhancements, new builds, and updates for HCM, Recruiting, Compensation and Benefits, Onboarding, Security and Payroll.
* Review workday community for upgrades, patches, support assessing impact of new features and coordinate rollout with project teams and business leaders.
* Troubleshoot and resolve Workday system and data integrity issues.
* Handle various complex time sensitive production issues in benefits, payroll, and time tracking.
* Responsible for testing new functionality.
* Performed post go-live support including issue resolution, code migrations and software updates.
* Hands on Configuration of business processes. Creation of test scripts and end-to-end testing of business processes and change requests.

**WORK EXPERIENCE MUFG Bank, New York**

**Designation:** Workday Consultant, Payroll and Time Tracking Analyst  **Duration:** Oct’15 to Nov’18

* Involved in discovery, configuration, testing and go live phases of the implementation project.
* Reviewed business requirements and implemented customized workflows to meet business requirements.
* Build integrations using Workday templates – CCB, CCW, CCTPP (PECI/PICOF).
* Developed test scripts, test plans to test end-to-end functional and technical requirements.
* Participated and led design sessions and created functional specifications including detailed workflow designs and testing plans for various custom and delivered processes.
* Troubleshoot Workday integration issues,conduct end-to-end testing of interfaces to ensure they work as designed based on functional and technical requirements.
* Assisted in performing fit and gap analysis on processes and functionalities.
* Analyzedand implemented change requests into technical specifications Provide guidance to business, IT or service partners on integration strategies Contribute to the end users’ experience with Workday’s integration products, tools, and services in a way that results in high customer satisfaction
* Work with project teams through integration, discovery and scoping phases of their implementation projects.
* Ensured all assigned deliverable meet scheduled timelines

**Education and Industry Affiliations**

* + - Bachelor’s Degree in accounting – Queens College