



Gnanendra

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- Having 10+ Years of total Experience which includes 4.6 years of extensive Experience as a Workday core Techno Functional Consultant. (HRIS)
- Involved in implementation, configuring, and **end to end** testing workday Core HCM areas like set up organization, security, business process, custom reports and dashboards.
- Worked in client communication team, so responsible for Functional and Technical Change requests.
- Worked on Various Business Processes. Have a good knowledge on Security Groups and created own security groups.
- Familiar with Job requisitions and workday Recruiting processes
- Worked on Custom reports and Calculated Fields
- Configuring new Dashboards by using custom reports which are enabled as a worklets and providing security groups to restrict from specific users
- Proficient in HCM Fundamentals and HRIS activities.
- Worked in collaboration to create and manage Supervisory Organizations, Positions, Job Requisitions, Applicants, Locations, Cost Centers and Hierarchies & Business Process.
- Worked on customizing Business Process (BP's) and other Workflow condition/validation rules within BPs.
- Created Supervisory Organizations, Cost Centers, Cost Center Hierarchies, location hierarchies, Custom Objects and modified Workday Business Processes and definitions
- Working knowledge on Compensation, create compensation eligibility rules, grades, grade profiles, Time off, Bonus changes, salary planes.
- Created and enhanced existing reports and worked with standard and Custom Reports, assigning security to reports primary and related business objects, migrating reports from implementation tenant to production tenant.
- Expertise in managing inquiries, incidents, enhancements, and service requests including mass uploads reorganizations / M&A, report modifications, and business-as-usual maintenance requests.
- Efficient in communicating Delivery Management/Project Risks/Status/Metrics/Reports to stakeholders (IMEA Region)
- Core HR Central system for employee data, position management, time off, and global HR operations, manages job requisitions, applicant tracking, and selection process. Manages salary planning, bonus allocation, and stock grants.
- Working Knowledge on **Jira** for Incident tracking and resolving.
- Working knowledge on **SNOW and JIRA**.

Skills

Workday Functional Modules:	Core HCM, Security, Core compensation, Reporting and Recruitment.
Workday Tools:	Workday Security, Workday Recruitment Process Configurations, Condition Rules, Calculated Fields, Inbound EIBs .
Technical Software's:	Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Outlook, ITSM (Ticketing Software – Service Now, Jira). Dayforce.

Work Experience

Role: HRIS Analyst L2

(Workday Core Functional Consultant)

Organization: Griffith Foods Private Limited Dec 2024 - Present

- Involved in implementation, configuring, and end to end testing workday Core HCM areas like set up organization, security, business process, custom reports and dashboards.
- Day to day support of Workday HCM, security, core compensation, create core compensation eligibility rules, grades, grade profiles, Time off, Bonus changes, salary planes.
- Maintained and created and Tested of Workday Supervisory Organizations, Locations, Positions, Cost center, Cost Centre hierarchies and Dashboards.
- Worked on creating Complex Calculated Fields using Single Instance, Multi Instance, lookup related Value, Lookup as of date fields in Custom reports in Workday HCM.
- Experience in HCM, Security, Core Compensation, Onboarding and reporting modules.
- Handling requests and issues related to Staffing transactions like Hire, Termination, Country Transfer, Job Change, Contact Change, Move Organization, Personal Information, Propose Compensation, Contact Information, etc.
- Responsible for preparing EIB spreadsheet for bulk data load. Data load for Position creation, Job requisition, Applicant ID creation, Hiring, Compensation Changes, Time off, Bonus etc.
- Add users to groups and roles per HR System Access Request Form.
- Creating complex Reporting Requests from Business directly as well as fixing the issues of the existing reports and related calculated fields.
- To help the end users with various doubts related to execution of Core HR Business Processes.
- Working Knowledge on **Jira** for Incident tracking and resolving.
- Attending the Incidents on priority basis and resolving those as per the given SLAs.

Role: HRIS Analyst L2

(Workday Core functional consultant) HRIS Analyst.

Organization (Project): Wipro Technologies OCT 2020 – Nov 2024.

Roles & Responsibilities:

- Day to day support of Workday HCM, security, compensation and reporting issues.
- Maintained and created of Workday Supervisory Organizations, Locations, Positions, Cost center, Cost Centre hierarchies and Dashboards.
- Involved in implementation, configuring, and testing workday Core HCM areas like set up organization, security, business process, custom reports and dashboards
- Worked on creating Complex Calculated Fields using Single Instance, Multi Instance, lookup related Value, Lookup as of date fields in Custom reports in Workday HCM.
- Experience in HCM, Security, Compensation, Onboarding and reporting modules.
- Handling requests and issues related to Staffing transactions like Hire, Termination, Country Transfer, Job Change, Contact Change, Move Organization, Personal Information, Propose Compensation, Contact Information, etc.
- Responsible for preparing EIB spreadsheet for bulk data load. Data load for Position creation, Job requisition, Applicant ID creation, Hiring, Compensation Changes, Time off, Bonus etc.
- Released merit statement for last 2 years with the required changes as per the client's request.
- Add users to groups and roles per HR System Access Request Form.
- Creating complex Reporting Requests from Business directly as well as fixing the issues of the existing reports and related calculated fields.
- To help the end users with various doubts related to execution of Core HR Business Processes.
- working Knowledge on ServiceNow for Incident tracking and resolving.

- Attending the Incidents on priority basis and resolving those as per the given SLAs.

Role: Executive –HR Operations & Talent Acquisition

Organization: Radiant info Systems. Jan-

2020 -to March-2020

- Managed end-to-end employee lifecycle processes, including onboarding, role changes, promotions, and offboarding, in compliance with company policies and procedures.
- Maintained and updated accurate employee data and organizational structures in HRIS platforms such as Workday, SAP, or Oracle.
- Supported monthly payroll cycles by gathering and validating inputs like attendance, bonuses, and deductions in collaboration with finance and payroll teams.
- Ensured statutory compliance for PF, ESI, gratuity, income tax, and other regulatory obligations through timely execution and documentation.
- Administered employee benefits programs covering medical insurance, wellness initiatives, reimbursements, and claims management.
- Served as the primary point of contact for employee queries via the HR helpdesk, maintaining SLA adherence and ensuring high employee satisfaction.
- Generated and analyzed HR reports and dashboards related to headcount, attrition, absenteeism, and workforce trends for leadership review.
- Liaised with third-party vendors for background checks, insurance coverage, and HR services, ensuring SLA compliance and service quality.
- Supported internal and external HR audits by maintaining accurate documentation and adhering to labor law requirements.
- Led process improvement initiatives and supported automation projects to enhance operational efficiency and accuracy.
- Contributed to HR transformation efforts including HRIS implementations, system migrations, and policy standardization initiatives.
- Responsible for end-to-end Recruitment. Following full life cycle of recruitment which includes multi-channel sourcing, screening, short-listing, salary negotiable, interviewing, follows-ups, feedback, closing the position by releasing offer letter.
- Set Clear team goals and KPIs.

Role: Executive – HR & Operations

Organization: Nexplace info Pvt Ltd.

June-2019 -to Dec -2019

Role: HR & Operations

Organization: Glamantech India Pvt Ltd.

June 2017 -to May -2019

Role: HR & Operations

Organization: V H R SOLUTIONS PRIVATE LIMITED

May-2016 -to Jan -2017

Role: IT Recruiter

Organization: Primus Global technologies Pvt LTD

Aug-2014 -to April-2016

Education

B.com, SK University.2012

KEY ACHIEVEMENTS:

- Received Star Beam award for maximum number of tickets in 2021&2022 Q1, Q3 and Q4
- Received award for best performance in BU consequently for Q3 & Q4 of 2021 and Q1&Q2 2022 in Wipro.