

**Gnana Sundari M**

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**Objective**

Human Resources Management professional with 7+ years of experience, seeking opportunities to contribute in areas including mass transactions, internal program development, employee relations, and project management. Expertise in Workday HCM, HR Operations, Reporting, and EIBs to support strategic organizational goals.

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**Professional Summary**

- Over **7 years** of experience in Human Resources and HRIS.
  - **2 years of Workday functional consulting** experience including Workday Core HCM, Reporting, Security, and EIBs.
  - Strong understanding of **HR operations** including employee life cycle, HR Helpdesk, and compliance processes.
  - Proven track record in handling **mass transactions**, system enhancements, stakeholder management, and **HRIS support**.
  - Experienced in **Workday manual transactions**, exit processes, employment verifications, and HR analytics.
  - Adept at **managing small to medium-scale projects**, collaborating across global teams, and delivering results with employee satisfaction.
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**Professional Experience****Hexaware Technologies****Workday Consultant**

*June 2024 – Present*

**Key Responsibilities:****Security Administration & Technical Support**

- Grant security access within Workday in line with defined protocols.
- Review and implement security configurations; create and test security models (roles & groups).
- Conduct audits, prepare security reports, and participate in internal/external audits.
- Handle ServiceNow requests and tenant configuration setup.

**Workday Reporting & EIBs**

- Collaborate with stakeholders to develop custom reports and dashboards (Advanced, Matrix reports).
  - Build calculated fields to meet business logic and requirements.
  - Configure security roles, domain and business process policies.
  - Manage EIB loads for various transactions: compensation, hires, terminations, etc.
  - Evaluate and adopt new features in Workday releases
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## Visteon Technical Service Center

### Senior HR Analyst

January 2023 – June 2024

#### Key Responsibilities:

- Manage HR Shared Services operations across **APAC regions** (Hiring, Termination, Job Changes, Background Verification).
  - Respond to employee queries via chat and ticketing tools.
  - Maintain and update Sherlock articles; work with platforms like UltiPro, VESS, Salesforce.
  - Conduct onboarding sessions for new hires.
  - Support HRBPs with analytics (headcount, payroll reports).
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## Flex India Ltd

### HR Analyst(July 2018 – January 2023)

#### HR Analyst(May 2019 – Jan 2023)

- Handle **mass HRIS transactions** across India, Malaysia, Philippines, and Indonesia.
- Perform mass hiring, compensation updates, job changes, terminations via EIB templates.
- SPOC for EIB testing, sandbox validations, transitions and also worked in automation projects.

### HR Assistant(July 2018 – May 2019)

- L1 HR Helpdesk support for Workday, payroll, travel & expense, insurance, and employment verifications.
- Assist in Workday navigation for leadership; process backend updates (pay groups, rehire setup).
- Manage attendance tools and reports; support pre-joining processes and policy-related queries.
- Create and maintain SOPs for new processes and systems.

#### Key Achievements:

- Received "Pat on the Back" award for excellence in handling mass transactions.
  - Team award recipient for **HR BOT implementation** and **Workday report standardization** project.
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## Projects Handled

- **Transport Attendance Automation Project** (Jul 2018 – Aug 2018): Reduced processing time by converting manual corrections into mass request system.
  - **India Hire Automation Project**: Contributed to automation leading to promotion recognition.
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## Technical Skills

- **HR Systems**: Workday (HCM, EIB, Security, Reporting), ServiceNow, UltiPro, VESS, Salesforce
- **Tools**: Microsoft Office Suite (Excel – Advanced, Word, PowerPoint)
- **Others**: Attendance tools, Compensation & Payroll knowledge

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## **Core Competencies**

- Employee Life Cycle Management
  - Workday EIBs & Custom Reports
  - Mass Transactions & HRIS Support
  - Security Role Configuration
  - HR Helpdesk & Stakeholder Management
  - Project Management & SOP Documentation
  - Data Analysis & HR Reporting
  - Onboarding & Exit Processes
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## **Strengths**

- Quick learner and agile in adapting to changes
  - Strong interpersonal and communication skills
  - Excellent time management and prioritization
  - Analytical mindset with a solution-oriented approach
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## **Education**

- **MBA in HR & Operations** – Sathyabama University, 2018
  - **BCA in Computer Applications** – VELS University, 2015
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## **Personal Details**

**Date of Birth**    **3rd February 1995**

**Marital Status**    Married

**Nationality**    Indian

**Gender**    Female

**Father's Name**    Mr. S. Muthuvijayan

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## **Declaration**

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

**Place:** Chennai

**Date:** 15/Oct/2025

**Signature:** *(Gnana Sundari M)*