

RAVI S
Workday HCM Consultant
somarapuvariravi2@gmail.com
Ph. 9177217124

A highly motivated and results-driven professional with over 8.6 years of experience, including 4.6 years of expertise in supporting Workday HCM, Reporting, Compensation, Business Processes, Staffing, Security, Absence and Time tracking.

Professional Summary:

- Supporting Workday HCM system which includes fixing & analyzing L1 issues/bugs related to enhancement to Compensation and other HCM core components.
- Worked End-End configuration on workday core HR concepts (Supervisory Organizations, Staffing models, Jobs& Positions, Business Processes, Security Groups).
- Well Experienced on Workday Functional areas and associated Domain and BP security policies.
- Created Compensation Package, Grades, Grade Profile, and Eligibility Rules, Salary Plans, Allowance Plans, One-time payments and Bonus Plans.
- Good Experience on **Jira & Service Now** ticketing tools.
- Analyze, design, and build new custom reports using standard Workday reporting functionality (ex: Report Writer, Calculated Fields) with the understanding of the minimum and maximum permission required to access data.
- Worked on **Proxy rules** creation and assigning proxy security groups to the only Authorized workers.
- Extensive experience in configuring **Alerts** and Business Process **Notifications**.
- Knowledge of creating **Inbound EIB and Outbound** Integrations using web services for mass uploads.
- Knowledge of Absence Management (Time off and Absence of Leave) and Time tracking Module.
- Analytically and strategically provided support in various typical requirements in Business Processes, Analysis and Transactions.
- Experience in Regression Testing in business processes.
- Experience implementing Workday Compensation and Advanced Compensation configurations for customers of all sizes

Skills

Workday Functional, Security Configuration:	Core HCM, Core Compensation, Business Process Configurations, Domain/BP Security Configurations, Reporting, Absence and Time tracking
Workday Technical:	EIB, Workday Web Services
Workday Tools:	EIBs, Reporting Writer
Ticketing Tools	SNOW & Jira, Service now

4. Capgemini India Pvt Ltd

Role : Senior Consultant
Duration : Dec,2022 to till date

Contribution:

- Solving Tickets i.e., issues reported by client of different priorities within the agreed SLA time
- Working on Recruitment, Talent & Performance and HCM related issues
- Working on Translations for the new Configuration changes in the assigned modules as well as for the involved Custom Reports
- Working on mass data changes using EIB templates
- Understanding the Business Process configurations and working on necessary modifications or addition of Condition
- Helped in configuring and testing Workday BPs for HCM including Hire, Change Job, Termination, Request Compensation, Job Application, and Termination etc.
- Created Compensation Package, Grades, Grade Profile, and Eligibility Rules, Salary Plans, Allowance Plans, One-time payments and Bonus Plans.
- Worked on Business Process such as Create Position, Hire, Compensation, Change Job.
- Worked on Business Process Notifications and Alerts, etc.
- Created multiple security groups like User based, Role based security groups etc.
- Enabled Security Domain policies for Functional areas for different security groups as per business requirement.
- Converting Simple reports to Advanced Reports, Sorting, Filtering Report Fields, Creating Sub-Filters and by using related Business Object.

3. Anheuser-Busch InBev Pvt Ltd

Role : Workday Consultant
Duration : Jan,2020 to Mar-2022

Contribution:

- Solving Tickets i.e., issues reported by client of different priorities within the agreed SLA time
- Working on Recruitment, Talent & Performance and HCM related issues
- Working on Translations for the new Configuration changes in the assigned modules as well as for the involved Custom Reports
- Working on mass data changes using EIB templates
- Understanding the Business Process configurations and working on necessary modifications or addition of Condition
- Helped in configuring and testing Workday BPs for HCM including Hire, Change Job, Termination, Request Compensation, Job Application, and Termination etc.
- Created Compensation Package, Grades, Grade Profile, and Eligibility Rules, Salary Plans, Allowance Plans, One-time payments and Bonus Plans.
- Worked on Business Process such as Create Position, Hire, Compensation, Change Job.
- Worked on Business Process Notifications and Alerts, etc.
- Created multiple security groups like User based, Role based security groups etc.
- Enabled Security Domain policies for Functional areas for different security groups as per business requirement.
- Converting Simple reports to Advanced Reports, Sorting, Filtering Report Fields, Creating Sub-Filters and by using related Business Object.

2. Randstand India PVT LTD

Role : Payroll Executive
Duration : Jan,2019 to Dec-2019

Role and Responsibilities:

- Reconcile and confirm the accuracy of the payroll data.
 - Handling Payroll, Reimbursements and Final Settlements, Calculation and allocation of CTC for allotted clients.
 - Responsibility of quality check for monthly payroll processing, including verification of Inputs, manual checking of control reports and generating error free & timely outputs.
 - Calculation and reconciliation of statutory compliances like Provident Fund, ESIC, Professional Tax, TDS, and Gratuity etc.
 - Handling around 8000 + employee headcount per month.
 - Verification of salary reimbursement claims like Medical, LTA etc. and processing the same in compliance with the policy of Company.
 - Coordinating with client coordinators and various departments for the smooth Payroll Processing Month on Month.
 - Preparing reports required by the Client such as Department wise reports, Location wise PT report, variance report, comparative payroll summary.
 - Providing data/prepare reports for statutory filings within the stipulated deadlines – Monthly, Quarterly and Annually.
 - TDS Reconciliations month wise and taking care of quarterly ETDS returns, ETDS defaults checking & rectification.
 - Reconciliation of form 16 data before issuing the Form 16s to the employees.
 - Year-end activities like investment proof verification and approve of the same.
 - Client Knowledge Manual preparation.
 - Manage workflow to ensure all payroll transactions are processed accurately and timely
 - Form 16 generation & issuance
 - Year-end reconciliation like Proofs Vs IT declarations, CTC Reco Vs Salaries paid and Salary paid Vs 24Q4 filing
 - Having experience on TRACES online correction, returns & handling defaults.
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- **Workday** - Collaborated with cross-functional departments to create, manage and maintain Sap & Workday reporting.
 - **Data transfer** – Payroll data successfully transferred from one vendor to another vendor
 - **Insurance Process** – Organized with insurance team for providing all the employees insurance data
 - **Leave Management** – Implemented the leave module, Chatbot & mobility
 - **Audit process** - Created and implemented Digital HR compliance systems and auditing processes through automation
 - **SAF (Superannuation Fund)** – Collaborated with cross locations data and organized with LIC for payments

1. Ascent Consulting Services PVT LTD

Role : Payroll Executive
Duration : Oct,2015 to Jan-2019

Role and Responsibilities:

- Reconcile and confirm the accuracy of the payroll data.
- Handling Payroll, Reimbursements and Final Settlements, Calculation and allocation of CTC for allotted clients.
- Responsibility of quality check for monthly payroll processing, including verification of Inputs, manual checking of control reports and generating error free & timely outputs.
- Calculation and reconciliation of statutory compliances like Provident Fund, ESIC, Professional Tax, TDS, and Gratuity etc.
- Handling around 12000 + employee headcount per month.
- Verification of salary reimbursement claims like Medical, LTA etc. and processing the same in compliance with the policy of Company.
- Coordinating with client coordinators and various departments for the smooth Payroll Processing Month on Month.
- Preparing reports required by the Client such as Department wise reports, Location wise PT report, variance report, comparative payroll summary.
- Providing data/prepare reports for statutory filings within the stipulated deadlines – Monthly, Quarterly and Annually.
- Employee query resolutions through mail responding, conducting helpdesks and helping in client queries.
- TDS Reconciliations month wise and taking care of quarterly ETDS returns, ETDS defaults checking & rectification.
- Reconciliation of form 16 data before issuing the Form 16s to the employees.
- Year-end activities like investment proof verification and approve of the same.
- Client Knowledge Manual preparation.
- Manage workflow to ensure all payroll transactions are processed accurately and timely
- Form 16 generation & issuance
- Year-end reconciliation like Proofs Vs IT declarations, CTC Reco Vs Salaries paid and Salary paid Vs 24Q4 filing.

Skills & Competencies:

- Workday HCM, SAP systems and Power pay Software.
- Excellent MS suite experience and very sound on MS Excel skills
- Ability to engage with 3rd party payroll administrator for timely payroll disbursements
- Knowledge about stock-based compensation accounting, RSU, Stock Options, ESPP etc.
- Strong analytical skills.
- Excellent communication skills.
- Ability to pick up things very fast and efficiently.
- Good Teamwork with Positive Approach
- Ability to work under pressure.
- Sincerity and dedication in the execution of the work given to me.

Qualification

Master of Business Administration (MBA) year of May-2015 from S.V University, Andhra Pradesh.

Bachelor of Commerce (B.Com) year of April-2013 from S.V Arts Collage, Andhra Pradesh.

Intermediate Board of intermediate Education (CEC) year of March-2010 from Vignana Jyothi Junior College, AP.

PERSONAL DETAILS:

- Name : S. Ravi
- Father Name : S. Krishnaiah
- Mother Name : S. Suguna
- Date of Birth : 12 - 03 -1993
- Marital Status : Married
- Communication Address: #37, 2nd floor Medahalli, K R Puram Near Shalimor salon, Bangalore – 560049.

DECLARATION:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above details.

**Thank you
Ravi S**