**PROFESSIONAL SUMMARY:**

* A self-driven **MBA professional** with more than 6 years of progressive experience in Human Resources including Workday HR Configuration in modules like **Core HR, Recruiting, Performance, Compensation and Benefits Administration.**
* Involved in full cycle implementation projects with responsibilities including **Supervisory Organizations, Staffing Models, Jobs and Positions, Compensation, Defining Business Processes and Security Groups, Customized Reports Generation.**
* Provided **HCM** support to Workday clients in various industries in the areas of **Core HCM, Talent and security.**
* **HRIS specialist** supported senior management **in developing and implementing HR programs** for the organizational growth and development.
* Experienced in configuring **compensation framework**, providing support and guidance to geographically distributed workforce to meet client requirement.
* Configured Compensation Package with different **Compensation Grades & Compensation Plans** associated with different grade profiles in it.
* Worked on **End to End Configuration of Recruitment module** including translational objects.
* Thorough knowledge of HR processes such as employee **record maintenance, payroll, benefits, security, performance management, time tracking and on boarding**.
* Worked on the Object Management Systems i.e. different security groups like **Role Based Security, User Based Security, Job Based Security groups.**
* Designed and executed data conversion processes from multiple legacy systems to Workday.
* Develop, test, and implement **Workday HCM Core Business Processes, Recruiting and Compensation**.
* Extensive experience in implementation, development, customization, upgrading, integration & production support.
* **Develop, execute and debug functional tests** for Workday applications.
* Involved in various cross functional meetings, design decisions and sign offs.
* Strong working knowledge in **business HR and functional HR processes**.
* Solid Technical skills, thorough knowledge and understanding of all **HR processes** **and workflow**.
* Proficient in use of Microsoft office programs; advanced excel skills including data validation, formulas and pivot tables.
* Excellent interpersonal, communication and organizational skills, strong data analytical, organizational and problem-solving skills.

**SKILL SET:**

**Workday Skills:** HRIS, Core HCM Configurations, Business Process Configurations, Security, Report Writing, EIB

**Databases:** MSSQL, Oracle

**Web Services:** SOAP, REST

**Tools:** MS Office Suite, HP Quality Center, Confluence, Jira

**PROFESSIONAL EXPERIENCE:**

**Citrix systems,** Fort Lauderdale January 2018-till date

**Workday HCM Consultant**

* Dedicated resource for **Workday HRIS implementation** which included configuring templates for core setup tables, data conversion and tenant setup.
* Provide **Technical, Analytical, and System maintenance support for workday functionalities** (HCM, advanced compensation, recruiting and performance) for 10,000 global and domestic workers.
* As a workday consultant for the **implementation of international recruiting** by leading workbook and design sessions with global talent acquisition stakeholders, developing test scenarios and designing training documents for managers, associates and HR customers.
* Implemented **Workday HCM technology** for **Business process users** by gathering their requirements and configuring client’s tenants.
* **Identify and configure enhancements**, data audit reports, security groups and roles, and business processes with the aim of **optimizing efficiency, performance and ease-of-use of Workday**.
* **Resolve Tier 1 and Tier 2 tickets from managers, associates, executives and HR customers** by providing immediate solutions along with guidance and educational tools to encourage associate and manager independence and confidence with workday.
* Monitor and troubleshoot **inbound and outbound integrations** between workday and other internal and external systems (such as Oracle, Tress, Core HR, Broadbean)
* Build and **execute EIB loads**.
* Responsible for **gathering requirements and mapping** those requirements to the test scenario.
* Liaison between HR and IT staff to investigate and resolve HRIS issues.
* Actively involved in **team collaboration**, managing multiple tasks and providing effective solutions to business users.

**F5 Networks,** Bangalore, India August 2016-December 2017

**Workday Application developer**

* **Configure new and update existing business processes for all HCM transactions** within HR system. Includes security configuration, process exceptions, system notifications and automatic task remainders.
* Custom report creation and modification of delivered reports for use in **data auditing, process statuses, analysis and decision-making**; other employee related reports as needed.
* Analyze data using excel resources to ensure organizational structure and employee data for accuracy.
* Configure and process inbound data load templates for all inbound imports. Information included such as **compensation changes, job changes, benefit rate updates, job profile data and employee demographic information**.
* **Configure and process outbound data files for importing into third-party systems**. Worked with vendors to ensure report configuration and transport information is accurate.
* User and role-based **security roles created and/or modified to ensure proper accesses and functionality.**
* Create and complete test scenarios for all **process configurations, new functionality rollouts, security setups and report generation.**
* Contact for HR field staff with regards to system questions, suggestions and issue resolution. Act in a **consultancy capacity for HRIS team**.
* Worked on post **Go-Live support** and enhancements.
* Involved with the team of **security configuration** of employees.

**F5 Networks,** Bangalore, India March 2015- July 2016

**Workday Functional Consultant**

* Part of the requirement gathering providing effective solution for the requirements.
* Modify workday configuration as per the requirements and provide fixes for defects raised by system users.
* **Creating reports and EIBs** and document the changes.
* Migrate the **configuration changes using Object Transporter**.
* Work on Production issues after launching the process.
* Created **supervisory organizations, location hierarchies, region and region hierarchies, cost center and cost center hierarchies and custom organization types, working with staffing models like position management, job management, headcount management.**
* Worked on the **creation of job families, job profiles and positions.** Configured organization structure by setting up **organizational units, jobs, positions, assigning tasks to jobs and positions and reporting structure.**
* Created **Compensation Rule (Eligibility rules), Compensation plans, compensation grade and grade profiles and compensation packages.**
* Setup **Business process steps**, such as Action, Approval, Approval chain and checklist and how they work and integrate with security groups. Created the various type of **validation and condition rule for the efficient performance of business process framework.**
* Configured **security, process flows** and notifications for a business process within the workday system.
* Configured major group structures such as job codes, compensation plans, grades and supervisory organizations.
* Participated in **migration from legacy system to workday** and involved during go-live hyper care support.
* Collaborate with internal and external customers to define project/product scope, review customer requirements, identify and communicate potential issues and provide recommendations that will meet both workday’s capability and client specifications.

**Thermax Limited**, Pune, India January 2014 – Feb 2015

**SAP HR consultant**

* Responsible for configuration of **payroll administration, benefits module to meet requirements of public sector client.**
* Involved in **full life cycle project** implemented using ASAP methodology.
* Designed work plan, workarounds for the business needs that cannot be fulfilled by the standard SAP system.
* Preparing the design documents for business rules and scenarios.
* Implemented **SAP HR product** in Thermax Limited. Worked in configuration team for all kind of SAP HR support.
* Analyzed **off cycle void check process model** and addressed problems in it.
* Extensively worked on wage type configuration changes.
* Defined **remittance rule, order types, created adjustment model for the disposable net, defined priorities, created and assigned forms to various letter types.**
* Defined remittance rule, setup HR creditors, maintained wage types for processing and remittances.
* Extensively involved in **support pack/stack upgrade.**
* **Trained managers** and **employees** on internal **HR technology system**.

**Mytrah Energy India Limited,** Bangalore, India August 2012 – December 2013

**HR Coordinator**

* Ensure **Company’s recruiting guidelines** are followed. Recruit, interview and make recommendations for selection of potential employees. Consult with hiring manager regarding new hire compensation packages.
* Provide **supervision to human resource team members.** Worked with managers addressing issues related to employee performance and conduct.
* Consult with local management on various topics such as **organizational structure and strategic planning matters.**
* Consult with manager to **develop job descriptions for new positions**. Consult with mangers regarding salary adjustment recommendations. Provide guidance as needed by managers in the performance appraisal process.
* Compile and update employee records.
* Ensure adequate records are maintained. Facilitate communication of plans to appropriate outside parties. **Handled compliance audits**.
* Develop annual performance process and compensation planning to increase retention rates and reduce turnovers.
* Perform difficult **staffing duties, including dealing with understaffing, refereeing disputes, the termination of employees and administrated disciplinary actions.**
* Administer Human Resource Information system records, **company’s organization charts, employee directory and compile reports** from database as needed.

**EDUCATION:**

**Master of Business Administration**, Maharshi Dayanand University, Rohtak, Haryana, India.

**Bachelor of Technology**,Acharya Nagarjuna University, Guntur, Andhra Pradesh, India,