

JYOTI VERMA

PROFESSIONAL SUMMARY

- 3 years of Experience in Workday as Functional HCM Consultant.
- Good exposure in working on business improvements and process activities.
- Exceptional ability in understanding the business needs and improving the process.
- Excellent communication skills and proven experience in working independently as well as in a team.
- Involved in preparing business requirement documents and analysis of client functional requirements.
- Extensive knowledge on Complete Tenant configurations – (Supervisory Organizations, Roles, Business Processes)
- Experience in performing HCM tasks like defining Job Profiles, position creations, employee hiring, transfers, promotions, demotions and terminations etc., as part of Workday Testing requirements.
- Configuration of Supervisory Organizations, Business Process.
- Experience working on Workday HCM Global roll out and Support projects
- Proficient in analyzing and translating business requirements to technical requirements and architectures.
- Day to day support of Workday HCM, reporting issues and implementing enhancements when needed.
- Created Custom Reports and scheduled reports as requested by end-users.
- Exposure on modifying/troubleshooting/enhancing existing custom reports using Calculated Fields.
- Created and used calculated fields in reporting, business processes, and integrations within Workday.
- Understanding and careful analysis of the Internal HR team requirements.
- Exposure on object management skills in Workday like configuring Supervisory/Matrix Organizations (Divide organizations, Inactivate Organizations, create subordinates).
- Experience in creating Job Profiles, Job Families and Job Family Groups, also worked with the creation and maintenance of position and job staffing models.
- Experience in maintenance and creation of Workday Supervisory Organizations, Locations, Positions, Cost centers, Cost Center hierarchies
- Excellent interpersonal skills with a strong desire to achieve specified goals.
- Knowledge on Compensation (salary plans based on different grades, grade profiles and allowances).

QUALIFICATION:

Degree/Exams	Year	Institute/Board	%Percentage
B. E in MECHANICAL ENGINEERING	2009	GOVT. ENGINEERING COLLEGE AJMER	65.68%
12 th (R.B.S.E)	2004	ALL SAINTS SR. SEC. SCHOOL,AJMER(RAJ)	58%
10 th (R.B.S.E)	2002	ALL SAINTS SR. SEC. SCHOOL AJMER(RAJ)	77%

EXPERIENCE DETAILS:

- Currently working as a Workday HCM Functional Consultant in Icroz Solutions Pvt Ltd, Hyderabad from September 2018 to till date.

YEAR	INDUSTRY	ROLE
JAN2015 – OCT 2016	EDUCATION (JAIPUR ENGINEERING COLLEGE AND RESEARCH CENTRE)JAIPUR.	<u>Senior Lecturer.</u>
Domain	Mechanical Deptt.	

YEAR	INDUSTRY	ROLE
Aug2012 – AUG 2014	EDUCATION(YAGVALKYA INSTITUTE OF TECHNOLOGY)JAIPUR.	<u>Lecturer and counselor</u>
Domain	Mechanical Deptt.	

YEAR	INDUSTRY	ROLE
March2011 – July2012	EDUCATION(Mayurakshi Institute Of Engineering &Technology)Jodhpur	<u>Lecturer</u>
Domain	Mechanical Deptt.	

YEAR	INDUSTRY	ROLE
Oct2009– Feb2011	Religare	<u>Maintenance Engineer</u>
Domain	Mechanical Deptt.	

PROFESSIONAL EXPERIENCE:

Project-1 : **Support of Workday HCM**
Client : **Electronic Arts**
Role : **Workday Consultant**
Duration : **Sept 2018 to Till Date**

ROLES&RESPONSIBILITIES:

- Worked extensively on creating calculated fields and setting up validation rules to accomplish the Client needs for BP Setup and Reporting needs.
- Involved in setting up Eligibility Criteria, Workflows and Security Groups to support Business Processes for Core HR.
- Exposure in developing Standard, Advanced, custom reports and thorough understanding of Workday data sources and business objects.
- Day to day support of Workday HCM
- Created Supervisory Organizations, Cost Centers, Cost Center Hierarchies, and location hierarchies and modification of Workday Business Processes and definitions.
- Creating and maintaining Workday Custom reports like Simple, Advance Reports.
- Creating supervisory Organizations, creating sub ordinates, assign superior, Move workers, Creating Locations
- Knowledge on Workday Standard Reports and Custom Reports.
- Knowledge on Calculated Fields, System wide and Report Specific Fields.
- Knowledge on Staffing Models, Job profiles, Positions.
- Knowledge on security policies and security groups
- Knowledge on EIB integrations

Declaration:

I hereby declare that the information furnished above is true to the best of my Knowledge.

Yours faithfully
JYOTI VERMA