

**JYOTI VERMA**



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| **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).

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| **QUALIFICATION:** |

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



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| **EXPERIENCE DETAILS:** |

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

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| **YEAR** | **INDUSTRY** | **ROLE** |
| JAN2015 – OCT 2016 | EDUCATION (JAIPUR  ENGINEERING COLLEGE AND RESEARCH CENTRE)JAIPUR. | Senior Lecturer. |
| **Domain** | Mechanical Deptt. | |

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| **YEAR** | **INDUSTRY** | **ROLE** |
| Aug2012 – AUG 2014 | EDUCATION(YAGVALKYA INSTITUTE OF  TECHNOLOGY)JAIPUR. | Lecturer and counselor |
| **Domain** | Mechanical Deptt. | |

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| **YEAR** | **INDUSTRY** | **ROLE** |
| March2011 – July2012 | EDUCATION(Mayurakshi Institute Of Engineering &Technology)Jodhpur | Lecturer |
| **Domain** | Mechanical Deptt. | |

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| **YEAR** | **INDUSTRY** | **ROLE** |
| Oct2009– Feb2011 | Religare | Maintenance Engineer |
| **Domain** | Mechanical Deptt. | |

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

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| **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

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| *Declaration:* |

I hereby declare that the information furnished above is true to the best of my Knowledge.  **Yours faithfully**  JYOTI VERMA