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Name

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OBJECTIVE

Strong willingness to prove my technical competence and creative thinking ability both as an individual and as a team player with a positive and professional attitude which will contribute in achieving the company goals.

SUMMARY

- Possessing 5 years of experience.
- Presently Associated with **XYZ**.
- Experience in HR Compensation & Benefits, Performance Management, Workday Security Administration, Integration/Production Support and Employee Data Management.
- Skillful in Human Capital Management tools (Workday, Taleo, PeopleSoft, Time & Labor).
- Adept at Workday Enterprise Interface Builder/Integration Error Troubleshooting, Organization Maintenance & Scheduling reports.
- Expertize in HR Policies & Process from hire to retire.
- Possess strong communication and inter personal skills. A dynamic go-getter & quick learner with ability to work under pressure & deadlines.
- Maintaining healthy employee relations on performance management, compensation & benefits & effectively managing professional progression cycles.

Projects

XYZ

Duration
to #.

:

February 20**

Role : HR Administrator
(Workday)
Responsibilities :

- Responsible for managing employee data for Blue Collar and Staff employees of HUL across 32 factories and regional offices.
- Execute transaction on Workday for New Hire, Moves, Promotion & Exits.
- Supervisory Organization creation and tagging.
- Responsible for creating and issuing letters to employees (Appointment, Confirmation, Transfer, Promotion and Exit).
- Perform data hygiene audits and drive corrections of data and employee tagging on Workday.
- Giving Training to Factory HR Executive's for Workday.
- Making MIS reports weekly and monthly.
- Coordinating with Global team for New setup creation & Mass upload.
- Accuracy for EIB uploads for Mass data change requests.
- Coordinating with Global Workday security team for any interface or functionality related issues.
- Share FTE report dump with team basis the requested criteria.
- Providing KRONOS data to team for Factories employees.
- Accountable for accurate Payroll inputs.
- Responsible for payroll audit checks and controls for processing of salary for Blue collar employee's.

XYZ

Duration : October 20**
till February 20**.
Role : HR Executive.
Responsibilities :

- Part of the Corporate HR team which manages employee's data management for Pan India.
- Generating appointment letters, employee codes for H.O & Branches.
- Issuing confirmation, extension, and transfer letter of employees of different Entities.
- Making bonafide letter of employees.
- Updating all employees Joining, Confirmation, Extension, Transfer & Salary details in People soft.
- Leave & Attendance Management for H.O & Branches.
- Coordinating with Payroll team for Leavers full & final settlement.
- Making MIS reports weekly and monthly

XYZ

Duration : 07th
September 20** till #.
Role : Working as
PeopleSoft HRMS executive.
Responsibilities :

- Part of the core functional team which manages PeopleSoft HRMS implementation across all business of the Aditya Birla Group.
- Responsible for data management of all employees of the group. This involves data management in the Workforce Administration Module (WFA module) and creating, updating and maintaining Positions through the Position Management Module.
- Responsible for collecting and updating core organization level data (Business units, positions, locations, trees etc.) for all Business entities of the group including international new business acquisitions.
- Part of the core functional team which implemented PeopleSoft 9.1 and version upgrade of PeopleSoft 9.2 across the group.
- Maintaining Leave details in HRMS for Aditya Birla Group.
- Strong experience in data gathering and reporting through the use of the Hyperion reporting tool.
- Preparing Reports, analyzing and resolving queries.
- Responsible for the PeopleSoft helpdesk - Answering business queries through the help desk tool.
- Working as PeopleSoft Tester (Testing setup and data upload on Test instance - HRUAT, HRCOP etc).
- Interaction with the business HR teams of business across the group - Telecom, Cement, Financial services, retail etc.

XYZ

Duration : October
20** to #.
Role : HR Executive
(Operations)
Responsibilities :

- Validating welcome pack of the employees as per company policy.
- Generating appointment letters, employee codes, Sodexo coupon letter.

- Issuing confirmation, extension, and transfer letter of employees of different Entities.
- Making bonafide letter of employees.
- Updating all employees Joining, Confirmation, Extension, Transfer & Salary Annexure entries in HRMS (Company database software).
- Updating all employees Joining, Confirmation, Extension, Transfer & Salary Annexure entries in PeopleSoft Software.
- Updating attendance sheet of all employees every month for payroll.
- Creating salary annexure for the transferred employees.
- Maintaining employee master database and employee's personal file

Declaration

I hereby declare that all the above-mentioned information's are true and correct up to my knowledge and belief.

Name