NAME
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Objective

To obtain position in the industry and work in challenging environment with innovation and perseverance. Seeking a responsible position in your esteem organization.

Work Experience –Total 5 Years

Projects:

XYZ
Position: Sr. HRIS Analyst
Engagement: Jan 20** to #.

XYZ is a Video and Voice communications solutions company. Polycom has obtained number of patents, licenses and collaborations in enterprise teleconferencing solutions and its one of the market leaders. It is famous for its HD telepresence and voice solutions across the globe.

Workday Implementation and HRIS Role:

Actively involved at time of Data Migration from PeopleSoft to Workday.

Participate in the design and optimization of all global HR processes.

Working extensively on setting up Security Roles and creating Custom Security Roles in Workday

Good Knowledge in maintaining the various security groups like Role Based Security Group, User Based Security Group, and Job-Based Security.

Day to day support of Workday HCM, Compensation and Reporting issues

Experience in all phases of the Workday implementation lifecycle namely – Requirement gathering, Analysis, Configurations and Testing.

Good understanding of Workday architecture and business process framework.

Involved in types of Testing like UI Testing, Functionality Testing, Regression Testing and Retesting

End to end report writing & Creating Interactive Custom Dashboards in Workday.

Working on support different types of Report and create new custom Report

Workday Knowledge on HCM Application :

Report Writer and Custom Fields

High level overview of Report Writer (View, Edit, Copy and Create)

Accountable for end to end Report writing in Workday.

Creating Interactive Dashboards within Workday

Handling all the Report Security

Creating High-end Audit reports to the Global Payroll team for Audit purpose

Organization

Setup of Supervisory Organization structure

Reorganization (Assign Superior, Create subordinates, Divide organizations, Inactive org & Move workers)

Managing a supervisory organization

Additional organization types

Organization hierarchies

Create a company organization

Create a Cost center Hierarchy

Maintain Employee and Contractor data and data sources.

Jobs and Positions :

Create Job Profiles

Creating positions and create Job requisitions

Hiring Restrictions and managing filled & unfilled positions

Job Profile relationship to compensation grades

Management level hierarchy and managing Position hiring freeze

Switch Primary Job

Edit Position and edit position restrictions

Compensation

Create Compensation components and Create Compensation Grades

Create Salary plans and Grade profiles

Create Compensation reports

Security Groups

Configurable Security

Functional areas, Securable items and security profiles

Security groups (Role Based, User Based & Job Based)

Security Group Types and activate Security policy changes

User Proxy (Only for Sandbox users)

Assign Security policy for Business Process (Ex: View, Approve, Cancel and Rescind)

HR Analytics and Reporting Specialist:

As an HR Analytics Specialist developed and maintained the business intelligence reporting frameworks, tools and data marts.

Implemented new HR Analytics structure and complete transformation; function as a cohesive collective of expertise.

Accountable at the highest standard, based on appropriate metrics and benchmarking.

Responsible for creating the Headcount, Attrition, Performance, Requisitions, New Hires, Competency, Learning, Contractor Data, Global Rewards, Payroll reports and other user specific reports on a periodic basis.

Be truly in tune with HR Leadership needs, and establish positive meaningful relationships with them; serve as an advisor and partner.

Responsible for all aspects of analytics and business intelligence projects and able to multitask across multiple analytics tools, multiple client reporting needs and integrate data from numerous tools.

Performed root cause analysis of issues and drive their resolution by partnering with cross-functional teams and track the success of corrective actions taken to resolve issues.

Responsible for monitoring and maintaining the organizational restructuring strategies, updating the higher management on the changes.

Responsible for analytic findings & opportunities to improve the performance to senior management and summarize key findings, and aid in the dissemination of metrics throughout the organization.

Planned and implemented the overall analytics and business intelligence strategy, which helps in enhancing the Business Intelligence platform and tool set.

Developed standard reports, Dashboards and ad-hoc reports on the BI tool and managed reporting analytics to ensure timely, high-quality reporting.

XYZ

Designation: Business Excellence Analyst – 2 (HR Reporting and Analytics)

Engagement: May 20** to Jan 20**

1. HR Reporting Responsibilities:

To work with the Centre of Operational Excellence (COE) team based in US for the different assignments.

Manage and to work as a Reporting Support for the worldwide Unisys audience with "Remedy 6.0 CRM" as the Interface and Business Objects – Web Intelligence as the reporting tool for the ad-hoc and scheduled requests and provide the reports in the MS Excel format after performing analysis as per the request.

To use Business Objects – Web Intelligence as the Reporting tool for Creating, Developing and Publishing of the reports as

per the User's request. Performing various analyses on the report for the TEST cases and publishing the report after User's approval.

Responsible to create Dashboards such as "Global Rewards and Compensation Dashboard" for the Unisys Compensation Vice-president on a monthly basis. To accumulate the data such as Total Fringes, Bonus, Quarterly Accrual, Sales Incentives, Compensations and Unplanned Salary actions files from various sources and perform analysis.

Responsible to research and resolve issues/discrepancies within the reporting system.

Responsible for creating the Headcount, Attrition, Performance, Requisitions, New Hires, Competency, Learning, Contractor Data and other user specific reports (all MIS Reports) on a periodic basis.

Responsible to check for the Security access of the requestor of Reports and act accordingly.

Work with report stakeholders to develop and enhance system reporting capabilities and Consult with stakeholders to determine business requirements for new reports.

2. HR Data Management Responsibilities:

Maintenance of Both ESS and MSS inquiries in PeopleSoft 9.1.

To Manage and providing support to all the PeopleSoft site coordinators with respect to data entry, process adherence, generating PS queries and troubleshooting.

Role involved both orientation and assistance to the HR team in a Solution center on various HR functions.

Responsible to prepare the Benefits documents to HR team for all the US Lay off Employees).

Workforce Administration - Personal & Job Information i.e. Creation of Employee/Contractor/POI, Addition of records even for International Assignees, Update Contracts; Modification of Job & Personal Information.

Workforce Development – Performance Management i.e. Create/Transfer/Cancel/Delete Performance Documents.

Manage Human Resources – Basic Hire, Recall & Rehire, Contractor Conversion, and View Employee Data.

Resource Request – Add new Applicant, Create Job Opening for Contractors and Employees, troubleshooting stuck hire processes.

Manage My Employees, Approval Actions, Online Reports, Payroll Interface, ID Deletion etc.

Single point of contact for HR related inquiries, ESS and PeopleSoft support.

XYZ.,
Designation: Senior Executive, (Accounts Receivable) from January 20 to August 20**.**

Role and Responsibilities:

Responsible for interacting with the Clients and Insurance Company Representatives and have Health Claims processed and Team Coordinator at the Accounts Receivable department of the Billing Office.

Preparing the Call sheet, this is used by the Department to evaluate productivity and Quality status of each day's calling.

To Interact with Claims adjustors at various insurance companies and try and reprocess a denied claim by validating the proper diagnosis code and procedure codes, with the correct modifiers.

XYZ., Designation: Senior Executive, (Mortgage Officer) from November 20 to October 20**.**

Role and Responsibilities:

Worked in Mortgage department with different financial companies and Banks by promoting the different types of Interest rates to help people to Re-finance their current mortgage and also sold the Second Mortgage on the existing Property.

Use to take Escalation calls to finalize the deal with the customers and achieved Individual targets as well as monthly targets.