# *Amal Kaushik*

Mob: 8800950360

E-mail Id : [amalkaushik@gmail.com](mailto:amalkaushik@gmail.com)

[amalkaushik05@gmail.com](mailto:amalkaushik05@gmail.com)

* **CAREER OBJECTIVES**

I have always aspired for a challenging career where I can put my creativity and skills to exploit emerging opportunities and also to give my best even under pressure & grow with the growth of organization. Your organization values the ideas and gives space to execute them.

Professional Summary

* A HR professional with 6+ yrs of experience in HRM broadly in **Workday HCM Techno - Functional operations, Payroll, compensation, Labour Law Compliance.**
* Day to day support of Workday HCM, Security, Absence, Compensation, reporting issues and implementing enhancements when needed.
* Proficient in planning, strategizing and implementing abilities with demonstrated success in handling HR related issues.
* Handling E- attendance system in the organization
* **WORKDAY HR, SAP-HR, PEOPLESOFT, SAP SUCCESS FACTOR.**
* **Workday HCM Certification in Business Process Fundamentals & Workday Report Writer.**
* **CORPORATE EXPOSURE:-**

**Bravura Solutions Pvt. Ltd (Feb 2022 to Till Date)**

1. Position Held:- HR System Administrator (Workday HCM)
2. Responsibilities handled:-

**ROLES AND RESPONSIBILITIES**:

* Having good knowledge and hands-on experience in Workday HCM, Reporting, Integration, and Absence Management & Business Process.
* Day to day support of Workday HCM, security, compensation and reporting issues.
* Good experience in Configuring Business Processes and Security group’s assignments.
* To understand the existing business processes of client across various functional areas and tweaking the same to match their requirements.
* Setup Email notifications and Business Process configuration.
* Maintain Business process frame work for Hire, On-boarding and transfer Etc.
* Created Business Process Notifications in Workday.
* Configured new business process and updated existing BP’s based on client requirement.
* Added new step condition rules and validation rules to existing business processes.
* Created different types security groups (Role, Job, Intersection and User Based Security Groups)
* Create a Re-organization.
* Creating Company & Company Hierarchies, Region & Region Hierarchies.
* Creating supervisory Organizations, creating sub ordinates, assign superior, Move workers.
* Created Cost Centers, Cost Center Hierarchies, and location & location hierarchies and modification of Workday Business Processes and definitions.
* Created Job Profile, Job Family & Job Family Group.
* Created Compensation Eligibility Criteria, Compensation Grade & Compensation Grade Profile.
* Created Compensation Package.
* Created Job Requisitions.
* Performing bulk inbound transactions using Workday Enterprise Interface Builder (EIB)
* Creating and maintaining Workday Custom reports like Simple, Advance, Matrix and Search Reports.
* Supported & Worked on Compensation, Hire, On-Boarding, Job Change, Time Off, Leave & Benefits, Assign matrix member etc.
* Worked on Validations and condition rules, Notifications, etc., in Business Processes.
* 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.
* Experience on business process
* Knowledge on security policies and security groups
* Knowledge on EIB integrations; outbound and inbound EIB’s.

**Jones Lang LaSalle Property Consultants (India) Pvt. Ltd (Aug 2018 to Jan 2022)**

1. Position Held:- Analyst HR Operations
2. Responsibilities handled:-

**ROLES AND RESPONSIBILITIES**:

* Day to day support of Workday HCM, security, compensation and reporting issues.
* Create a Re-organization.
* Creating Company & Company Hierarchies, Region & Region Hierarchies.
* Creating supervisory Organizations, creating sub ordinates, assign superior, Move workers.
* Created Cost Centers, Cost Center Hierarchies, and location & location hierarchies and modification of Workday Business Processes and definitions.
* Created Job Profile, Job Family & Job Family Group.
* Created Compensation Eligibility Criteria, Compensation Grade & Compensation Grade Profile.
* Created Compensation Package.
* Created Job Requisitions.
* Performing bulk inbound transactions using Workday Enterprise Interface Builder (EIB)
* Creating and maintaining Workday Custom reports like Simple, Advance, Matrix and Search Reports.
* Supported & Worked on Compensation, Hire, On-Boarding, Job Change, Time Off, Leave & Benefits, Assign matrix member etc.
* Worked on Validations and condition rules, Notifications, etc., in Business Processes.
* 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.
* Experience on business process
* Knowledge on security policies and security groups
* Knowledge on EIB integrations; outbound and inbound EIB’s.

**SERCO GLOBAL SERVICE PVT LTD:(Dec 2014- March 2017)**

1. Position Held:- **Sr. HR Executive**
2. Responsibilities handled:-

**ROLES AND RESPONSIBILITIES**:

* Co-ordinate with the Source Team ( UK onshore Team) every day and check all the new update about intake session
* Issuing the offer letter, Appointment letter and contract extension letters to Serco International Employees.
* Handling Payroll related queries.
* Working with Payroll System on SAP.
* Managing all payroll process from attendance recording to process the salary.
* Provide pre employment reference record to third party.
* Maintaining the employee details inSAP.
* Maintain different reports includes data sheet and other as and when required.
* Process new hires, employee changes, terminations and benefit administration in SAP.
* Provide Reference for Exit employees.
* Provided training and support in developing employee skills, team motivation and individual growth and development.
* Maintaining the HR Databases for new employees in SAP.
* Maintain the records of all active as well as terminated employees.
* Prepare weekly, monthly reports and maintain trackers.
* Leave and attendance management of employees.
* Preparing & sharing the HR reports with senior management on weekly basis.
* **EDUCATION**
* MBA (HR) from MK University.
* P.G. Diploma in Labour Law from MK University.
* P.G. Diploma in Business Management from IISDT
* BA HONS HISTORY from Delhi University Kirori Mal College.
* MA History from MK University.
* SSC from KVVP
* HSC from KVVP
* **Technical Skills**
* GNIIT from NIIT JanakPuri New Delhi
* Diploma in Computer Science from IISDT
* Business Process Fundamentals From Workday
* Workday Report Writer From Workday
* **KEY STRENGTH**
* SAP-HR, PEOPLESOFT HR, SAP SUCCESS FACTOR, WORKDAY HR
* Microsoft Office
* Good communication skills
* **PERSONAL DETAILS**

Date of Birth : 21st July 1989

Father Name : Satnarayan Kaushik

Marital Status : Married

Address : RZX-309 New Roshan Pura Najafgarh

New Delhi-43.