

Tarannum Shaikh

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BCA+ MBA(HR) 7yrs experienced Human Resource and People Operations professional. Over the year has experience in various sectors policy re-evaluation, mapping a new policy, employee relations, employee advocacy, payroll processing, mobility, testing and implementing ERP tools, onboarding, benefits enrollment, tax calculation etc.

Experience

Workday Specialist (Primary Lead UAE, Turkey, Egypt) | May 2022- May 2023 | Bengaluru, IN

Client: ekaterra (previously owned by Unilever) | Payroll: ManpowerGroup Services India Pvt. Ltd.

Technology: Workday, Service NOW, UNIFY

- Managing Talent and Performance modules- end-to-end hire to retire business process, position creation, Job requisition, new hire profile, goal setting, Business process (edit/putting in place).
- Managed full cycle of Annual performance review for Leading countries.
- Leave and Absence Management involves handling employees' leaves, including managing carryover leaves, maternity leave, and other types of leave. This process includes updating leave records, tracking balances, and ensuring compliance with company policies and legal requirements.
- Member of the team responsible for overseeing the semi-annual Workday release activities and providing support for system updates and implementations.
- Maintain and update cost centers in various systems to ensure accurate financial reporting.
- Oversee the online exit process, which includes administering digital exit surveys and managing digital alumni records.
- Take ownership of HR systems and data management, ensuring their proper functioning and integrity.
- Provide support in interactions with senior stakeholders.
- Drive the simplification of HR processes and advocate for data-driven decision-making, promoting accurate HR data management across all systems.
- Worked on EIB (Outbound/ Inbound) loading and Composite reports.
- Responsible for inputting payroll instructions, including the creation of Workday compensation worksheet templates.
- Address any inquiries related to cost centers, finance, and billing. Coordinate payroll runs for multiple countries.
- Responsible for tracking insurance closures and enrollments and coordinating with employees regarding their claims.

Projects:

- Conducted data migration and cleaning activities during the separation from Workday, SAP. Actively involved in all phases of project development, including requirement gathering, business analysis, system configuration, design, and testing
- 280 Employee rehire under correct entity which includes manage workday record updating, process payment of full and final, new contract preparation.
- UAE, Turkey, Egypt: Annual performance review exercise managed updating of Bonus plans, Performance cluster and Merits for all employees.

HR Coordinator | Sept 2021-May 2022 | Bengaluru, IN

Client: PayPal | Payroll: Prospance Infotech Pvt Ltd

Technology: Salesforce, Workday

- Manage Hire to Retire process on workday- Position creation, Job Requisition, Org creation, Terminations, contract closure.
- Primary member to manage request received for Workday inbox in APAC region.
- Leave and Absence Management module- updating and managing leaves for employees, including loading of carryover, Maternity, Leave of absence.
- Managed a comprehensive portfolio of global employee policies, programs, and processes, taking into account specific jurisdictional requirements.
- Played a key role in realigning insurance partners and policy coverage for the Philippines.
- Coordinated with the team to automate domestic short-term travel processes, ensuring successful implementation and conducting monthly upkeep and status calls.

- Reported to the Director of Employee Advocacy, providing assistance in retention and succession planning initiatives.
- Led and/or participated in projects focused on policy development and process improvement, collaborating with Legal, Employee Central, Payroll, and other subject matter experts.
- Oversaw moderately complex projects and priorities, regularly sharing updates and addressing relevant issues.
- Recommended changes to enhance the presentation of existing reports and dashboards on a weekly basis.
- Create and Manage Composite reports requests for the team as needed.
- Participated in discussions regarding the implementation of new reporting methods for areas such as immigration tracking, short-term travel, and ER (Employee Relations) requests.
- Ensured compliance and maintained rigorous reporting standards through meticulous case file preparation and management.
- Provided support to the Legal team in implementing actions resulting from complex or sensitive investigations.
- Tracked the closure of moves using Salesforce tickets and Workday.

Project: Implementing automation for short-term travel, both international and domestic. As part of the team, suggesting the utilization of SharePoint forms to track all short-term travel related to COVID. These forms will automatically send direct emails to employees containing templates outlining the rules and guidelines to follow. The generated report can be downloaded in Excel format and used to track monthly closures.

Relocation Coordinator | Dec 2017 -Sept 2021 | Bengaluru, IN

Client: GOLDMAN SACHS SERVICES PRIVATE LIMITED | Payroll: COLLABERA TECHNOLOGIES PVT. LTD. (6 months) and Acculogix Software solutions Pvt. Ltd.

Technology: Workday, Oracle HCM, Peoplesoft

- Talent management module- Managing employee profile on workday for new hire's (position creation, Job Req.) and transfer employees (change in position or manager).
- Performance management module- updating Performance criteria, goal setting reminders, allowance editing.
- Updating cost centres and Org details on workday and tracking assignment closure.
- Member of the team responsible for overseeing the semi-annual Workday release activities and providing support for system updates and implementations.
- Participated in global yearly projects focused on Tax and immigration requirements to ensure compliance with each country's legal guidelines.
- Mentored and provided training to new hires joining the team. Generated and distributed reports for weekly and monthly tracking, as well as managed dashboards.
- Identified and resolved issues encountered in HR reports and dashboards, using problem-solving skills. Developed and implemented a training calendar for new team members.
- Managed ad hoc report requests and updated the MS Access tool accordingly.
- Also as a member of the global mobility and hiring teams, operating within the APAC region, and previously worked in the EMEA and India regions. Managed job levels ranging from Analyst to Expats.
- Managed and tracked short-term work assignments for Tax, Legal, Compliance, and ER (Employee Relations) approvals.
- Coordinated with the benefits team to ensure timely updates based on monthly transfers and new hire enrolments.
- Tracked terminations/resignations for clawback processing and shared relevant details with the payroll team for closure.
- Conducted quarterly audits of documentation and record-keeping related to transfers and short-term assignments.
- Engaged in a monthly project to review and update templates for letters and memos based on current requirements.
- Oversaw the entire relocation cycle, including cost calculations based on established policies, vendor management, and coordination between business stakeholders and employees.

Projects:

-Monthly Payroll Macros. Collecting data from recruitment sources, the existing employee system, and identifying employees eligible for pay-outs based on vendor requirements. Consolidating all the files for data verification on a master sheet, which will be reviewed before being shared for loading into the payroll run.

- Visa Cancellation tracker for APAC and EMEA region. Maintain tracker for short travel on the employee and submit cancellation of visa once the travel requirement has been fulfilled.

Consultant | Jun 2017 -Dec 2017 | Bengaluru, IN

Client: EY | Payroll: TeamLease Services Limited

Technology: Excel Macros

- Involved in a 6-month project collaborating with EY to efficiently track visa requirements for frequent business travellers, specifically focusing on identifying and highlighting potential issues related to their activities during visits.
- Maintained reports on open and escalated cases, ensuring their resolution within the APAC region for employees.
- Assessed and provided appropriate outcomes for approval for every travel request.
- Worked as part of a team responsible for managing Asia-Pacific travel-related matters.
- Upon completion of the project, offered a permanent role on EY's payroll.

HR HD Executive | Jun 2016 -Jun 2017| Bengaluru, IN

Client: Mphasis | Payroll: AERONUBE TECHNOLOGY PRIVATE LIMITED

Technology: Peoplesoft

- Monthly participation of the policy formulation/ re-evaluation based on the queries raised for the month.
- Manage a team of 5 juniors- training on the process, weekly status discussion.
- Working with the stakeholders from various team- to resolve an issue highlight for policy, salary, leaves, bonus payment, performance issues etc.
- Working on the on-boarding and off boarding of the employees for 3 division- Formalities for off- boarding and no due clearance from the organization informing the employee's guidelines for it.
- Query resolving of employees includes HR related or provident fund related.
- Salary status for previous month and discrepancy in amount calculation.
- Leave calculation and leave balance history based on tool.
- Based on Bonus pay-out tracker's query handling of employees.
- Issuing Bonafede letters to employees.

Education

MBA- Human Resources | Jun 2016 |Mysore University| Grade: A | Bengaluru, IN

Project work: BHARAT ELECTRONICS LTD-A clear view on various rules and regulations as per Government of India in human resources and personal management which have a direct impact on the employees and business as Stakeholder.

Bachelors in Computer Application | Apr 2014 |Pune University | Grade: First Class | Pune, IN

Project work: Created a hotel management system to track employee's attendance and payroll with front end of Visual basic. To reduce manual hours on calculations for small hotel businesses and timely pay-out of salaries.

<p>Certifications</p> <p>-Oracle HCM cloud global HR (certified for Explores batch)</p> <p>-Oracle HCM Global payroll (certified for Explores batch).</p> <p>-LinkedIn Skill Assessment badge- MS excel, MS Outlook</p> <p>-Workday Payroll (cloudfoundation)</p> <p>-Explore SAP SuccessFactors Solutions</p> <p>-LinkedIn Assessment Passed for- MySQL, Ms Excel, Ms PowerPoint, Ms Word.</p>	<p>Personal details</p> <p>-Date of Birth- 24 March, 1991</p> <p>-Father's Name- Moosa. R. Shaikh</p> <p>-Nationality-Indian</p> <p>-Religion-Islam</p> <p>-Status- Single</p> <p>-Languages-English, Hindi, Marathi, Urdu</p>
<p>References</p> <p>Mphasis-Mr. Tanyan Paul- +91 8017498071; EY- Mrs. Renuka - +91 8884713388; GS-Teja- +91 9972310792</p>	