

Summary

I come with a strong Workday experience encompassing integrations, report writing and functional expertise.

Profile

- Overall, 7 years of experience with around 5 years of experience in Workday platform and extensive familiarity with Workday HCM, Workday integrations.
- Worked on EIB Inbound/Outbound integrations, Report Writer and Calculated Fields.
- Handled multiple roles Workday Consultant, ERP Systems Analyst.
- Good knowledge of EIB Inbound/Outbound Integrations, Workday Studio, Report Writer and Calculated Fields.
- Involved in Full Life Cycle Workday Implementation Projects from strategy phase till deployment phase.
- Experienced in prototyping and configuring integration using studio, EIB, and cloud connect from HCM, Benefits, and payroll between workday and external systems.
- Experienced in Business processes mapping and Providing Ongoing Production Support for various clients, including requirements gathering, process analysis, system configuration, development of system tests, procedures, and documentation.
- Experience in all phases of the Workday implementation lifecycle like – requirements gathering, Analysis, Design, Development and Testing, defect tracking, quality assurance (QA/UAT), management, reporting and documentation and implementation of business application systems. Interface heavily with Business User Groups.
- Highly experienced, serving as liaison between both onshore and offshore and managing and coordinating during all phases of the testing cycle.
- Extensively created test cases for Payroll and non-payroll Interfaces.
- Experience in creating Templates for Forms and Reports for users.
- Monitoring the integration logs.
- Supported Tier 1 Help desk
- Worked in Agile methodology environment including Acceptance Test Driven Design and Continuous Integration/Delivery.

Professional Experience:

- J.P. Morgan Chase Bank. – Senior Team Analyst (from 30 October 2017 to Aug 2020).
- Bank of America – HR Team Member – Workday (from August 2015 to October 2017)
- Bank of America – Trainer and Quality Analyst in Fraud Management, Deposit Review Process (from September 2013 to August 2015)

Sr. Team Member in JP Morgan Chase Bank, Hyderabad

- Monitor Workday scheduled Integrations using process monitor.
- Maintain business processes and configure routing steps.
- Create condition rule, Help text and notification within the business processes.

- Designed/Developed CC integrations to new Benefit vendors like VSP, Mass Mutual.
- Ensure data integrity for all HR systems including Workday, Virtual Edge, LMS, Post Edge, and Payroll systems.
- Integrated Workday (HR system) with learning management tool **SABA** through **API/Web services**.
- Gather **new requirements**, project status, proposals, change requests, technical issues, and analyze the requirements given by clients.
- Developed **Custom, Composite** and **Matrix** reports that met the client's unique business requirements.
- Extensively worked on **AWS S3**, delivering and retrieving files between Workday AWS S3.
- Worked on the Object Management Systems like **Role Based Security, User Based Security, Job Based Security groups**.
- Responsible for loading Newly Merged Employee Data, Compensation Data, Commissions Data etc to Workday using different **EIB's** and **Web services**.
- Experience in Business Process configurations in the HCM, Core Compensation, Payroll, Onboarding, Advance Compensation, Absence management, Talent, Recruiting, and Benefits areas.
- Day to day support of Workday **HCM, Security, Compensation** and Reporting issues.
- Created many **custom reports**, calculated fields and custom objects in various functional areas such as **New hires, Compensation, Payroll and Recruiting** for reports using appropriate data source and Business objects to deliver required report output for end users.
- Created various integrations and used **XSLT** code to transform **XML** data to various files formats and to safely deliver files using **SFTP server**.
- Meet with customers to gather requirements for new reports and for existing report defects or enhancements.
- Designing and developing a set of integrations to integrate Workday HR with **recruiting system**.
- Ensure **functional & technical** requirements are met through system testing, **regression testing**, performance testing, system interface testing & security testing activities.

Bank of America

Workday (HCM)

- Monitor Integration Logs and escalate to Tier 2 for troubleshooting
- Maintain workday HR analyst inbox- approve hire BP, Termination, Change Jobs etc.
- Create supervisory organization, Location hierarchy, organization set up
- Create/update/schedule regularly runs and simple, advance, as requested. Managed/updated report library for HRIS Department. Schedule custom reports, create alerts and set up notification based on requirements in Workday.
- Manage upgrades and customizations; system audits and data cleanups.
- Create and maintain systems administration documentation, and reference guides relating to employee and manager Self-Service, HR processes and Executive use.

Process Handled: Bank of America

Fraud Investigation (Image ATM Deposit Review)

- Trainer for the process
- Handle all the responsibilities of team leader in their absence
- Taking calls with line of business partners
- Provide training for state side associates
- Analyzing client account details
- Receives information of payment details paid through cheque
- Review and approve the payments
- Need to analyze the counterpart eligibility and legal status

- Handling reports pertaining to audit
- Performing Quality Check of the approvals provided for payments by other team members

Achievements

JP Morgan:

- Recognized for 100 % quality for the year
- Received Manager's Award for the month of September.

Bank Of America:

- Top performer of the month continuously for 10 months
- Able to cut down the processing time from 5 min to 1 min identifying macro building feature in the application for running codes to reach specific tab in the application
- **Gold** award for helping the team members in their task and solving the issues/queries raised by the client within time frame. This helped in smooth running of the process and number of errors has been reduced.

Skill Summary

<ul style="list-style-type: none"> ◆ Back-Office Operations ◆ Workday ◆ MS- Office Skills ◆ Team Player 	<ul style="list-style-type: none"> ◆ Knowledge Management/SOP's ◆ Process Improvements 	
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Education

Qualification	Academic Year	Percentage
Post-Graduation (MBA) from Avanthi PG college – Jntu, Hyderabad.	2013 - 2015	65 %
Graduate (B.COM) from R G Kedia Degree College - Osmania University, Hyderabad.	2010 - 2013	75%
Intermediate (M.E.C) from Little Flower Junior College, Hyderabad.	2008 - 2010	65%
S.S.C from Shantiniketan High School	2008	80%

Personal Profile

Name : Ajay Kumar

Nationality : Indian

Gender : Male

Date of Birth : 05-12-1992

Languages Known : Telugu, Hindi and English

Declaration

I hereby declare that the above written particulars are true to the best of my knowledge and belief

Date:

Place: HYDERABAD

(Ajay Kumar)