

**Chandana D**

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**PROFESSIONAL SUMMARY:**

* 7+ years of IT experience collectively as **Workday consultant**, Business Analyst & HRIS Analyst.
* Experienced in **planning, designing** and **recommending business processes** to improve and **support HR business**.
* Worked extensively on **composite reports** and **matrix reports** building **finance reports** and **HCM reports**
* Worked in full life cycle implementations of workday HCM in modules such as **HCM, Finance, Benefits, Compensation,** and **Payroll**.
* Experienced Consultant on **Financial functional areas:** General, Ledger, Accounts, Payable, Accounts, Receivable, Procurement, Asset Management, Expense Management, Financial Reporting/budgeting
* Worked on **Procure-to-pay**, **order-to cash**, **general ledger**, **Fixed Asset Management**, Budgeting Management, Cash Management, Grant Management, Purchase order conversions, expense management
* Worked with client to enable reports as **Worklets** on existing **dashboards** and **landing pages**
* Participate in the **design sessions,** create the **design documents** and working with client to **design business processes.**
* **Sample Reports Include**: INDIRECT/DIRECT SUMMARY COSTS REPORT, WEEKLY ACCOUNT DISTRIBUTION REPORT, WIRE TRANSFER VOLUNTARY INVESTMENT PLAN
* Experience Building industry standard reports like **Custom Reports**, **Advanced Reports**, List Reports, Matrix Reports using **Calculated Fields**, Conditions and Eligibility Rules that apply to the parameters of the report
* Designed & Developed various **reports, conversions, interfaces** & **integration** based on the functional requirements in accordance with the design & build standards
* Worked with client to enable reports as **Worklets** on existing dashboards and landing pages
* Expertise in using connectors for providers and worked with **talent, position** and **location related connectors**.
* Workday (General Ledger) Consultant responsible for ensuring the successful implementation of **Workday’s Financial Management solution**.
* Learn and understand clients’ business requirements and work with the Lead Functional Architect to design, build, configure and test the **Financial Management system**.
* Responsible for actively participating in all stages of the **Workday project lifecycle**, from planning and design phases through **testing** and **deployment.**
* Becomes an expert in the Workday product suite, specializing and deepening his/her skill set within the **Financial Management application**.
* Develops working relationships with other members of project team and management as well as external clients. Shares knowledge and information through regular communications and facilitation.
* Ability to be effectively and actively engaged on multiple, parallel projects.
* Expert in the **Workday Financial Management application**.
* Work with the client to complete configuration Discovery documents.
* Assist the integration consulting team in helping to configure and test integrations **between 3rd party systems** and Workday.
* Help mentor new consultants.
* Participate in update training, **Workday Wednesday’s** and other events that help share one’s product skills with other consultants.
* Provide the Project Manager with status reports and keep them apprised of overall project status.
* Complete the work assigned to you by the Project Manager within the budgeted time allocated.
* Collaborate with team and contribute to team’s Functional Workspace

**MANAGEMENT SKILLS:**

* Coordinated for the delivery of the project for scheduling the day to day activities for the reporting teams.
* Developed cost benefit analyses for the program, communicating to an executive committee.
* Creating and reporting program status utilizing a dashboard, allocating resources across the multiple projects, defining project governance policies and managing the financial concerns of the program.
* Partner with a variety of corporate, Business Transformation, IT, HR, business, executive and international stakeholders as the HR representative and lead for the HTR solution.
* Define roles, responsibilities, and setting service level expectations for the Cloud vendor, as well as for other project and system services required of other vendors, including Systems Integrator (SI), or any other vendors needed to complete successful global HTR design and deployments.
* Responsibility for functional planning, including establishing and managing budgets and resources for the HTR SAP Cloud plans, ERP plans and project timelines.
* Partner with HR IT and HR Service organizations to confirm strategy, budget, resources and deviations as well as overall resources needed to meet business transformation and information technology and HR business objectives for roles and responsibilities needed.

**TECHNICAL SKILLS:**

**Cloud Technologies:** Workday, Workday - EIB, Report Writer, Workday Financial, Integrations, Core Connectors, Workday Studio.

**Tools:** Web Services (SOAP & REST), MS SharePoint, MS Suite, WSDL, MS Project, Quality Center, Web Analytics

**Languages:** CSS, XML, XSLT

**PROFESSIONAL EXPERIENCE:**

**3M, MN September 2015 -Present**

**IT Technical Analyst (workday)**

**Responsibilities:**

* Working on Workday global implementation project which has 100,000+ employees in 106 countries
* Proficient in multiple Business Process’s
* Worked on a full cycle workday financial implementation
* Worked on Procure-to-pay, order-to cash, general ledger, Fixed Asset Management, Budgeting Management, Cash Management, Grant Management, Chart of accounts Redesign,
* Purchase order conversions, expense management
* Worked with client to enable reports as Worklets on existing dashboards and landing pages
* Participate in the design sessions, create the design documents and working with client to design business processes.
* Day to day support of Workday HCM and reporting issues and mapping fields with current system to workday
* Working on building payroll reports using custom and Matrix report writer
* Personally created the format of functional and technical document for all COE reporters and Introduced it to the members of the team
* Worked on different data sources such as payroll result line etc.
* Developed Custom Dash Boards for Executive Managers.
* worked on loading EIB’s by cleansing the data from all other legacy systems
* Lead for a team working on building test scripts on reports and integration scenarios
* Worked on many finance reports, few such reports are: VACATION BALANCES TRANSFERRED REPORT, CREATE MONTHLY INDIRECT/DIRECT DETAIL, CREATE VAC LIABILITY REPORT, US PAYROLL SUMMARY REPORT , 3M TO HEWITT TRANSMISSION DEDUCTIONS TAKEN
* Working on building Canada payroll and Canada compensation reports by understanding the business Hierarchy and the requirement
* Working extensively on security access issues to the reporting team in different tenants
* To trigger compensation based reports, working on understanding PeopleSoft reports and gathering requirements.
* Worked on migration of reports from tenants
* Worked on Reports to create custom reports using Workday Report Writer to meet the business needs of HR and Payroll application report consumer groups
* Data manipulation and cleansing using MS-excel, used vlookup to validate data
* Working on BIRT reporting tool to generate “Welcome notice to the new Hires”
* Working on building reports by understanding the SQL queries which reads more than 100 lines

**Environment:** Payroll, Finance, Workday Report Writer, Workday Security

**Blue shield of California, CA June 2014 –August 2015**

**Workday Integration Consultant**

**Responsibilities:**

* Analyzed client’s HR business needs through client working sessions and supported development of new business processes and a future state design.
* Worked on Procure-to-pay, order-to cash, general ledger, Fixed Asset Management,Budjeting Management, Cash Management, Grant Management, Chart of accounts Redesign,
* Purchase order conversions, expense management
* Worked with client to enable reports as Worklets on existing dashboards and landing pages
* Participate in the design sessions, create the design documents and working with client to design business processes.
* Worked on composite reports
* Served as a Workday Report Writer and created custom integrations with third party applications using Enterprise Interface Builder (EIB) and Workday Cloud Connect.
* Worked on various enhancements related to EIB Integrations, Core Connectors, CCB, and Custom Reports.
* Created new integration to pull the new hires information using Core Connector Worker and Document Transformation which uses connector integrations XML Output as its data source input.
* Integrations are developed using the web services like XSLT, SOAP, WSDL, XML on the Workday cloud platform such as Payroll integration, ADP inbound/outbound, Taleo inbound/outbound.
* Interacted and Coordinated effectively with the HR and Payroll teams to ensure client is leveraging the full capabilities of Workday.
* Led activities for retiring old legacy systems supporting Integrations.
* Created Simple and Advance reports in Benefits.
* Developed simple and secure integrations using Workday Enterprise Interface Builder (EIB).
* Used sequence generators, generating templates and validating inbound integration system results.
* Worked extensively on Benefit Interfaces and have designed and developed integrations in both Workday Studio and EIB
* Responsible for the HR IT systems understanding how they work and the ability to assess integrations and interoperability with other existing and planned systems.
* Understand and document the impact of process handoffs outside of the various work streams like Benefits.

**Environment:** Workday Integrations, Payroll, Finance, SOAP, EIB, Core connectors, CCB, HR, WSDL, XML, XSLT, Taleo, Workday studio

**Wal-Mart, AZ September 2013 – May 2014**

**HCM Consultant**

**Responsibilities:**

* Worked on Supervisory Organizations, Locations, Positions, Cost centers & hierarchies, Staffing model, hiring process, custom organization, Termination etc.
* Responsible for developing the reporting strategy for the HCM domain. Advised the business on the use of leveraging the workday standard delivered reports.
* Institutionalize documented production support processes and assisted in continuous improvement of the process to align with the current client’s HR strategies
* Worked on validation of Object Management Systems like Role Based Security, User Based Security, Job Based Security groups
* Worked on extract multi instance, text constant and text length calculated fields
* Participated in End-to-End implementation of Workday HCM (Time-Tracking and Absence Management)
* Transformed fixed-width files into XML using XSD.
* Contributed towards Workday HCM rollout and implementation which includes configuring Security, Roles, Business Processes, Reports, Data migration.
* Wrote custom reports of work tracking in a case management system.
* Involved in providing functional support and training for end users in Workday HR
* Entered Compensation data into workday from PeopleSoft system
* Actively participated in the important program by reporting all the newly hired employees’ information to the concern departments.
* Involved in analysis of business process and developed specified documents accordingly.
* Experienced in planning, designing and recommending business processes to improve and support business functionalities.

**Environment:** Workday HCM, Report Writer, XML, XSD, Time-Tracking.

**Chubb Insurance – NJ February 2012- Aug 2013**

**Workday Consultant**

**Responsibilities:**

* Worked on Workday conversion processes and tools like EIB, Workday Studio.
* Involved in building of EIB’s for KPMG payroll Input, GL updates, Employee educational assistance, FedEx label generator.
* Responsible for implementation of SaaS application delivery including Knowledge Base, On Boarding, Customer Service Management and Total Reward Systems like Enwisen.
* Provide Mobility-related expertise to local office staffing managers, HR Partners, HR team including immigration, arrangement for tax consultants and relocation firms.
* Experience developing custom reports using both PBO’s and RPO’s.
* Experienced using the SSN verification connectors.
* Initiated & prepared 3rd party interface specs or changes, detailed requirements, and follow through to deployment.
* Experience in working with Offshore and onshore teams.
* Generated documentation of standard processes and procedures and preparation for Go-live
* Expert in testing integrations, Benefits, Payroll integrations and Payroll interface (PICOF) with vendors.
* Recorded the steps that were completed manually due to errors, performed manual post-update instructions and audits for checking the consistency of data.
* Worked with HR operations in identifying support issues that can be improved through the use of automated processes or technology.

**Environment:** Workday HCM, workday payroll, Finance module, MS Visio, Access, MS-Excel, Outlook

**BNY – Orlando, FL December 2010 – January 2012**

**Workday Consultant**

**Responsibilities:**

* Involved in configuration and maintenance of business processes like Supervisory Organizations, Locations, Cost centers & hierarchies, Staffing models, Job Families and Family Groups etc.
* Involved in integration discovery/design sessions with cross-functional client teams and senior business executives.
* Good understanding of the release management process.
* Involved in defining process flow and business flow diagrams.
* Involved in integration discovery/design sessions with cross-functional client teams and senior business executives.
* Analysis of requirements and setup BP’s based on user requirements.
* Involved in configuring user, role and job based security groups on tenant.
* Experienced in building reports for time off plans.
* Developed complex reports for benefits, garnishments integrations.
* Worked collaboratively across different teams to gain maximum efficiency from the various modules used by HR
* Worked on setting up scheduling of reports and understanding the required permissions for report sharing.
* Identify required data sources and used appropriate business objects to deliver the required report for the end user.
* Build industry standard reports like Matrix Reports using Calculated Fields, Eligibility Rules that apply to the parameters of the report.
* Experience working in off shore and on shore delivery models.

**Environment:** Workday HCM, payroll, Report writer, MS-Excel.

**Mahindra, India April 2007-August 2009**

**HR Systems Analyst**

**Responsibilities:**

* Worked with business users to define functional requirements for web applications.
* Responsible for requirements analysis, project planning, data mapping and other implementation projects.
* Conducted business requirement document reviews and walkthrough with the Integration SMEs andstakeholders.
* Took lead on EmployeeSelf Service (ESS) projects, assisted with set up and testing.
* Supported the implementation process of an online time sheet system and a complete migration/conversion to a new system.
* Analyzed and documented Business requirements for providing ad-hoc reporting and analysis functionalities to business.
* Worked under Sprint Iteration model and updated sprint backlog.
* Facilitated prototype review with Product Owners to validate functional enhancements of developed applications.
* Involved in analysis of business process and developing specified documents accordingly.
* Ensured success and integrity of the project’s outcome by managing all aspect of end-to-end testing such as test plans, test cases and test scripts.
* Managed change requests presented by product owners by updating the sprint backlog and assigning changes to the developers.
* Monitored Defect Tracking Log using Quality Center to ensure that testing effort is progressing with the development team

**Environment:** HRIS, Self Service Portals, Access, MS-Excel, Power Point