

## BHARTI

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### Professional Summary

A dynamic HR professional with **1 year Workday HCM** experience and **4 years in HR Operations and Talent Acquisition**. Workday HCM Techno-Functional Consultant skilled in **end-to-end employee lifecycle management**, Workday HCM configuration, and business process frameworks (Hire, Job Change, Termination). Experienced in Workday reporting, calculated fields, EIB, and production support, with a strong focus on data accuracy, compliance, and SLA adherence. Proven ability to collaborate with cross-functional stakeholders to deliver efficient HR solutions.

### Technical/ HR Tools

- Recruitment Tools: LinkedIn, Naukri, Shine, Mass Mail, Head Hunting, Hasgeek etc.
- Workday HCM
- Avature (ATS)
- HRMS (Oracle)
- Hire Rights
- Siebel Query Management

### Core Skills

- Workday HCM Configuration
- Workday Supervisory Organization Setup
- Workday Compensation Configuration (Grades & Eligibility Rules)
- Workday Business Process Framework (Hire, Job Change, Termination)
- Workday Reporting (Advanced & Custom Reports)
- Workday Calculated Fields
- Workday Enterprise Interface Builder (EIB)

### Professional Experience

**Organization –Cisco Systems India Pvt Ltd. (Randstad India Pvt Ltd)**

**Designation –Pre boarding Specialist (Workday Support Consultant) (Oct 2023 – Oct 2024)**

- Serve as the primary point of contact for stakeholders, ensuring smooth HR operations and SLA adherence.
- Manage **end-to-end employee lifecycle** processes in Workday, including hire, onboarding, job changes, transfers, rehires, and terminations.
- Configure Workday HCM modules, supervisory organizations, and business process frameworks.
- Perform data validation, compliance checks, audits, and handle start date changes, rollbacks, and no-show cases.
- Develop Workday reports (advanced & custom) using calculated fields and support data processing via EIB.
- Provide production support, troubleshoot issues, manage tenant migrations, and coordinate with cross-functional teams.
- Creating the new job Family, Job profiles, compensation grades, compensation grade profiles and modified the existing one.

**Organization –Cisco Systems India Pvt Ltd. (Randstad India Pvt Ltd/Experis IT)**

**Designation –HR Analyst (Nov 2016 – Nov 2018)**

- Served as **local SME** for new hire data entry and onboarding queries.

- Managed **escalations** related to new hire data and transactions.
- Handled **query management via Siebel**.
- Processed **start date changes and rollbacks (terminations)**.
- Supported recruiters and line managers with timely HR data.
- Generated **new hire reports, dashboards, and trackers**.
- Conducted **quality audits** ensuring data accuracy and compliance.
- Maintained employee transactions: **personal data, PTO, transfers, assignment changes**.
- Prepared **process roadmaps** for short-term and long-term improvements.

**Achievement:**

- Twice awarded for the **highest number of quality audit cases** with superior accuracy.

**Organization – RV Solutions Pvt. Ltd. (Industries: IT Software, Telecom, Mobile)**

**Designation - Executive HR (July 2015 –Mar 2016)**

**Job Responsibilities:**

Handled end-to-end Talent Acquisition, onboarding & induction programs, time office and attendance, background verification, handled employee grievances and HR queries, employee engagement initiatives, maintained HR MIS and HRIS records, exit formalities, F&F settlements, relieving and experience letters.

**Organization - RCS Global Ltd. (RAMA Group)** (IT Software, Real Estate, Education, Medical)

**Designation- Sr. Executive – HR | Jan 2011 – Apr 2012**

**Job Responsibilities:** Handled Talent Acquisition (IT & Non-IT), payroll for 200+ employees, designed salary structures and payroll summaries, arrears and overtime, attendance & leave data from biometric systems, performance management and appraisals, handled HR MIS, engagement activities, and exit processes.

**Academic Profile**

- **M.A. – Human Resource Management**, Jamia Millia Islamia, 2010
- **B.A. Programme (IR & PM)**, Kamala Nehru College, University of Delhi, 2008

**Extra Curricular Activities**

- ‘C’ Certificate holder in NCC, 4 Delhi Girls Battalion 2008
- Awarded 2<sup>nd</sup> prize in National level Poster making Competition 2006
- Actively participated in Cultural Program at graduation level 2007

**Personal Details**

D.O.B : 17<sup>th</sup> August, 1986  
 Gender : Female  
 Status : Married  
 Hobbies : Listening to music, drawing, cooking.