**Suneel G**

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**Certified SAFe 5 PO/PM and SAFe 5 Agilist (SA)**

Overall, 14 Years of experience in implementation, maintenance, and support of HCM (Workday/SAP) modules.

**Areas of Expertise**

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| --- | --- |
| High Impact HR Systems/Technology Projects  Requirement gathering, analysis and process automation  Functional Specs  HRIS Management  HR Data Integrations & Security  HR Data Integrations  HR Business Process Redesign & Optimization  Robotics Automation | HR Mergers & Acquisition Management  Global HR Service Delivery  HR Change Management  HR - Cross Functional Liaison Roles  Process & Data Analysis  HR Compliance, Audits & Reporting  Quality Assurance  ADP Payroll  Time Out |

**Technical Skills**

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| --- |
| HR Systems: SAP HR |
| Workday HR |
| ADP Vantage |
| Agile Safe 5.0 |
| Time Out |
| ServiceNow |
| Power BI |
| UI Path |
| Testing Office365 |
| MS Office Suite: Microsoft Word | Excel | PowerPoint |

**Education**:

* **BS** Electrical and Communication Engineering, Anna University, Chennai, India

**PROFESSIONAL EXPERIENCE**

**Client: Medline Industries Aug 2023 - Till date**

**Location: Northbrook, Illinois**

**Role: Workday HRIS QA Analyst**

**Description:**

Worked as HRIS QA Analyst for Workday Go Live, written down the test scenarios for Unit testing, End to End testing, Smoke testing and Regression Suite for Talent Management. Supported for Recruiting, HCM and Compensation modules by executing the test cases, Worked on IAM for Workday login with ENTRA and AD teams.

**Responsibilities:**

* Working on Implementation of Workday as an Consultant.
* Created unit test cases for Talent Module and completed the Unit testing.
* Created E2E test cases for Talent Module and completed the testing for Talent Module.
* Supported HCM and Compensation E2E testing.
* Worked on data validation for HCM and Compensation modules.
* Supported Integration testing for all the integrations to down stream systems.
* Currently working on UAT test cases and test scripts for Talent and Learning Modules.

**Client: Volkswagen June 2023 - Aug 2023**

Worked on As - Is documentation for Success factors Implementation.

**Client: Takeda Pharmaceuticals Dec 2015 – June 2023**

**Location: Exton, PA**

**Role: Sr HR Business Analyst/ Sr Workday HRIM Analyst/Process Performance Analyst**

**Description:**

Implemented One Workday One Takeda (OWOT) solution, to provide Takeda and Shire a consistent, streamlined, and modern Human Capital Management solution globally in two phases. Workday Data migration delivered Takeda an ability to efficiently manage day-to-day HR activities, Payroll operations and Compliance and efficiencies globally.

**Responsibilities:**

* Worked directly with stakeholders to implement, support, and integrate Workday HCM technology solutions into their business environments.
* Liaise with HR, Payroll, IT and other internal departments. Experience working with third-party vendors and contractors.
* Developed test plans, test scenarios for Functional/End to End/System Integration/User Acceptance

and Parallel Acceptance testing.

* Developed reports in Workday and signed off according to stakeholder’s request.
* Designed and configured Workday BPs including Hire, Change Job, Termination, Propose Compensation,

Termination, Base Benefits, Absence/Time Management, Reporting, Security, Notifications, Compensation

and Recruitment/Talent Management etc.

* Responsible for high level client interactions and work with business to take initiative and plan/propose

for enhancements in HCM/HRIS System.

* Designed and configured other Workday HCM &amp; Security configuration objects including Role

Assignments, Organization security setup and management

* Created Organization Hierarchies, Regions, Locations and Profiles. Managed Job Profile, Compensation

profiles, edited Domain and Business Process Security Policies, Validation rules, Tenant setup and created

reports to meet customer requirements

* Configured and tested Workday Compensation including Compensation Plan and profiles, Eligibility rules.
* Written reports using Report Writer that extract Workday data and manipulate it in other formats (Excel)

for various needs.

* Worked on Simple and Advanced Reports, defining columns, business objects, fields, columns heading

overriding, multiple sorting techniques, sorting by secondary objects.

* Created various Audit Report to be used by local and Global HR Operations team. Also created

Dashboards and Scoreboard using Workday Report writer.

* Assigned user based and role-based level security to the workers
* Created test scenarios for testing all in scope 40+ Business Processes like Hire, Job Change, Promote,

Transfer, Terminate, Compensation changes, Employee Self Service process, Manager Self-service

processes, etc.

* Planned and performed regression testing on version upgrades from Workday on critical Business
* Prepared Job Aids, HCM/HRIS Business Process Flows and Procedures.
* Performed duties as EIB Lead role to load mass data changes provided by

HR/Compensation/Payroll/Talent management team globally.

* Trained stakeholders on HRIS System functionality such as business processes and general system
* usability as needed.
* Solved the issues in ServiceNow requested by HR teams globally and completed the tasks.
* Performed maintenance of HR SharePoint site, adding/deleting/sharing the documents
* Worked as effective team member and supported peer to achieve technology priorities and goals.

**Client: Sage Feb 2015 – Nov 2015**

**Location: Orange County, California Area**

**Role: SAP HR Business Analyst**

* Worked as a Business Analyst for transferring the data from Ceridian to SAP, OM, PA, Time Management and Payroll data.
* Participated in Gathering requirements from Ceridian and Business end.
* Worked on Data Migration from Ceridian to SAP Payroll.
* SME for Time Management and Payroll applications.

**Client: Walt Disney Nov 2014 – Feb 2015**

**Location: Burbank, CA**

**Role: SAP HR Business Analyst**

**Responsibilities:**

* Worked as a Business Analyst for ServiceNow integration with SAP Fiori Applications.
* Created Functional specs for ServiceNow Integration by using the BRD
* Worked as a Lead Consultant to provide an HR integration from SAP to ServiceNow through custom Interface and web service for maintenance of OM, PA, Time Management and Payroll data.
* Gathering requirements to create a custom Interface for Employee Data Integrations to ServiceNow based on Info type updates and save of an Action type
* Gathering requirements to create a custom web service for Organizational data Integrations to ServiceNow based on MSS Job roles and Chief relationship with the Org unit

**Client: Ashok Leyland June 2012 – March 2014**

**Location: Chennai, India**

**Role: SAP HR Functional Consultant Lead**

**Responsibilities:**

* Worked on Implementing SAP modules (PA, OM and Time management) for Ennore, Hosur and Alwar plants.
* Worked on gathering requirements, Business process, As- is, To- be, Testing and implementation by using the ASAP methodology.

**Client: Meghmani Organics Limited Oct 2008– May 2012**

**Location: Orange County, California Area**

**Role: SAP HR Functional Consultant Lead**

**Responsibilities:**

* Worked as a consultant for Application support and maintenance of SAP HR sub modules PA, Time Management and Payroll.