

# Namita Naik

## Workday Recruitment and Functional Consultant

### About Me

Currently working As Workday Recruitment & Functional Consultant in Appstix Technologies Pvt Ltd(Feb2023 to present) and Having totally 6yrs of experience in HR Recruitment AND (1+ yrs of relevant experience in workday HCM) Looking forward for an opportunity in a challenging environment, where I can utilize my experience and Skills in contributing effectively to the success of the organization and also for the improvement of my personal skills.

### CONTACT



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6 years 0 Month

### SKILLS

- \* Workday Recruitment
- \* Staffing Module
- \* Time Management
- \* Absences Management
- \* Creating & redesign Job requisition
- \* Creating Job posting in workday (internal and external site)
- \* Business Process
- \* EIB load
- \* Onboarding, BGV, Documentation
- \* Creating Candidate pre hire details
- \* Termination

### Work Experience

**Appstix Technologies Pvt Ltd, Bangalore (Payroll- Amulya IT solutions) Workday Recruiting s Functional Consultant(Feb 2023 - Present.**

**Project: Recruiting Optimization Project (Feb 2023 - Present) Client: FIDEL Technology solutions Pvt Ltd**

**Description: Redesign the Job Requisition, offer, creating new requisition, job posting, Business process Enhancement.**

#### **Key Responsibilities and accomplishments:**

- Managing Candidates through Workday Tenant i.e. updating employees' details, Creating Positions, Creating Job Profiles, C Job Family, Creating Requisition Id, Initiate Hire Process etc.
- Redesigned the Job Requisition Process by incorporating the questionnaires for gathering more job requirement details from the Manager.
- Work closely with Project Manager and got Knowledge on Staffing Model (Position Management Job Management) Requisition ID creation, Creating Positions, Creating Job Profiles, Creating Job Family, Managing Job Application details.
- Job posting in workday tenant (internal and external career site)
- Core HCM worked on EIB & Business process ( Data Loading , pre hire, change job, termination, Onboarding, change org assignments)
- Resolving and closing the issues raised through Service level Agreement tool and provide day to day support.

**Amulya IT Solutions Pvt Ltd, Hyderabad(WFH) March 2020 - May2022**

- **Sr. HR Executive**
  - To recruit and select the candidates according to organizational needs.
  - Coordinating with HR-Administration department for smooth on-boarding process
  - interviews Handling onboarding process (Documents collections,
  - BGV Verification)
  - Making MIS report in MS Excel on daily and weekly basis.
  - HR survey
  - Induction For New fresh candidates
  - Sharing Tentative offer Letters through Mail
  - Preparation of Id card details

## Course C Certifications

- Workday HCM Course  
(Not Certified) - Brilliant it infotech institute Bangaluru
- Full stack Java Developer Course  
From JS Spider institute  
Bangaluru

## Internship

- I have Completed 6 Month of internship in Brilliant it infotech institute.

Got training On Workday tenant How to implement Workday Recruiting Dashboard, Reports and Security domain.

## Personal Details

Name: Namita Naik

Father Name: Subhashchandra Naik

Native: Karwar (Uttara Kannada)

Gender: Female

Date of Birth :21/03/1995

Marital Status: Unmarried

Nationality: Indian

Language: English, Kannada, Hindi

**AGS infotech Pvt Ltd, Bangalore - April 2017 - 2018**

### **Recruitment Executive**

#### **Roles Responsibilities (Recruitment)**

##### **Handling Non IT s IT Recruitment**

- Sourcing through active and passive ways from Naukri, Monster, Reference etc.
- Involved in contract, contract-to-hire and permanent staffing.
- Involved in entry level, middle level and senior level for technical requirements.
- Have worked on Non IT and IT .
- Pre-screening Candidates for the suitability of the requirement and sending them for interview after taking telephonic rounds, F2F, Telephonic and Virtual interview rounds with the Hiring Manager.
- Responsible for day-to-day recruiting activities like; gather requirements, analysing, sourcing, short listing, evaluating the resume as per the client requirements, educating the requirements, formatting, preparing client submittal and submitting shortlisted resume.

## Education

- Graduation: BCA in Computer science  
Karnataka university Dharwad  
Karnataka-68% 2016
- PUC: science Gokhalecentenary  
collage Ankola UK-55% 2012
- SSLC: V.K Girls Highschool Ankola, UK = 65%

**I hereby declare that all the above details are true to the best of my knowledge and given the opportunity, I would prove to be an asset to the organization I serve. Thank you.**

**Place: Bangalore**

**Date:**

**Name: Namita Naik**