

Bhavesh Medh

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Profile Summary

A skilled Human Resources Analyst with 5+ years of experience in managing employee life cycle for 10k+ employees; adept at managing the entire cycle from attraction/pre-hire to separation stage. Successfully manage end-to-end employee benefits administration, ensuring accurate and timely processing of payroll, HR records, utilizing tools like Workday and ServiceNow to streamline workflows and enhance efficiency. Demonstrated abilities in Operations Control and Process Management by regularly reviewing the process, identifying risks and control measures, and implementing solutions optimally. Recognized for discipline, self-motivation, and exceptional interpersonal, communication, and organizational skills, skillfully managing teams and nurturing strong customer relationships.

Work History

Accenture Solutions Private Limited: October 2020 – Present

Workforce Administration, Payroll, and Benefits Analyst

HR Specialist with comprehensive knowledge of hiring, leave management, employee data management, data reporting, letter requests, and separation/exit processes taken care end to end in Workday for 10k+ employees.

- Smoothly transitioned the workflow from the client team to the operations team, minimizing disruption and improving efficiency.
- Assisting managers/employees' queries via tickets, queries related to Job Data changes like promotion/position changes/transfers/job title changes, employee benefits, exit formalities and documents, personal information changes/updates, etc.
- Ensuring accuracy in mapping and reassigning HR Representatives and Managers to their respective Cost Centers, departments, and locations.
- Assisting local HRs and managers in processing employee movements on Workday, including but not limited to changes in location, cost centers, compensation, and updating any other relevant job data.
- Generated monthly benefits reports for employee Medical Insurance, Personal Accident Insurance, Term Insurance, Dependent additions, and Parent/Parent-in-law Insurance enrollment.
- Maintaining and updating SOPs and other knowledge articles to aid efficient process management.
- Regularly conducted Quality checks (QC) for team members and shared feedback through appropriate channels ensuring proper control measures are in place.
- Developed an efficient Excel Macro that automates the generation of monthly letters using relevant data from Workday reports, thereby significantly reducing manual effort, and enhancing productivity for the timely creation of letters for both individual and bulk requests.

- Partnered with the Talent Acquisition team and the Workday implementation team to design and deploy automatic Contract Generation, reducing the time required to work on a Hire case by ~40%.
 - Created and deployed Hire and Termination ticket trackers in Excel, providing a quick overview of pending cases and significantly reducing SLA misses.
 - Generating and sharing various letters at various stages in the employee life cycle; contract letters for new hires, confirmation letters for probation confirmation employees, transfer letters for job changes, Relieving letters & No Dues certificates for terminating employees.
 - Identifying the team's training needs and securing necessary support and training for the team to improve their skills and knowledge.
 - Automation: Collaborated with the Workday team and client to automate monthly benefits reports, reducing manual effort and improving accuracy.
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DOW Media Pvt. Ltd.: May 2019 – July 2020

Senior Copy Writer/Content Strategist

- Created and edited various content types – including web content, social media posts, and blogs to drive leads and awareness.
 - Researched clients' businesses, mission statements, and target audiences to create concise content regularly.
 - Collaborated with Marketing, PR, and Account Managers to develop a variety of content strategies.
 - Mentored junior content/copywriters.
 - Developed and implemented a successful social media plan that significantly increased the client's executive-level manager's social media presence within the industry.
 - 68% increase in post engagement rates on the founders' LinkedIn profile
 - 390% increase in post reach
 - Integrated SEO-optimized content to boost website ranking and page visits by 53%
 - Monthly traffic rose by an avg. 48% on all clients' product pages.
 - Clients noticed and appreciated the marked increase in leads generated via the new digital marketing strategy.
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WIPRO HR Services (Formerly AON/Alight Solutions): June 2017- May 2019

Payroll Analyst – US/Canada Payroll Operations

- Handled Payroll activities in Workday for 10k+ US and Canada based employees -
 - On-cycle payroll for bi-weekly & semi-monthly periods
 - Off-cycle payroll daily
 - Inbound and Outbound integrations
 - Overpayment processing
 - Benefits administration
 - Post payroll activities

- Coordinated with the North America team and the client to resolve various payroll issues and report preparation in coordination with the team and manager.
 - Trained new hires in the team on payroll processes.
 - Generating weekly benefits reports and sharing them with internal and external stakeholders.
 - Generating the post-payroll reports to further share with Federal and State authorities for taxation purposes.
 - Generating and sharing the reports for medical insurance, disabilities, and other miscellaneous benefits with the client Benefits partner after every pay cycle for reconciliation.
 - Automation: Streamlined the 'Retro Payments' process by consolidating steps and thereby reducing processing time by 66%
 - Awarded the Best New Colleague award for Q4 2017
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Accenture Solutions Private Limited: June 2015 – March 2017

Transaction Processing Associate > Process Trainer > Quality Analyst

- Processed medical insurance claims and was responsible for achieving the pre-set quality and production targets.
- Trained new hires in the US Healthcare Insurance industry by way of ILT and material-based training sessions.
- Certified as a Business Trainer in June 2016.
- Client-certified Process Trainer in November 2016.
- Solving process-related queries and regularly sharing updates with the team.
- Collaborated with the Quality and Operations teams to identify, screen, and execute process improvement plans.
- Provided necessary training workshops to monitor and groom poor performers.
- Worked as a Quality Analyst, sharing feedback & updates with team members.

Tools & Software

- Microsoft Office Suite, Excel, Word, PowerPoint
- Workday
- Service Now
- Siebel
- Trello
- WordPress
- Adobe Illustrator, Photoshop

Languages

- English, Hindi, Marathi, Punjabi, and French (Beginner)