
Anuran Bordoloi



You can call me **Ron!**

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People Operations Specialist | Project Analyst | HR Systems Expert | Digital Transformation

Dynamic People Operations Generalist & HR Project Analyst with extensive experience in **HR digital transformation, automation, process improvement, and data analytics**. Currently driving HR projects at Weave, I bring end-to-end expertise in **Workday configuration and management, enhancing employee lifecycle processes, and optimizing data-driven HR insights** for strategic decision-making. I have experience in **supporting the US, EMEA & India** region primarily. My background includes roles at a Fortune 500 company and one of the world's largest asset management firms, where I developed a strong foundation in corporate HR strategy and stakeholder collaboration. Passionate about creating efficient, engaging HR solutions that elevate employee experience and operational success.

EXPERIENCE

People Operations Generalist & HR Project Analyst

Weave Communications Inc | (NYSE: WEAV) | Bengaluru, Karnataka

MAY 2024 – PRESENT

- Drive continuous improvement of HR processes in US & India, enhancing efficiency, accuracy, and employee satisfaction by **redesigning workflows, automation, digital transformation and integrating advanced systems** across HR functions.
- Manage and **maintain HR systems**, including ATS (Ashby & Greenhouse), HRIS (Workday), Employee Performance Management (Lattice), Employee Recognition (AwardCo) and Company Intranet (Seismic) Applications, ensuring seamless integration and functionality to support core HR operations.
- Expertly **configure and customize Workday** to meet Weave's unique requirements, **building advanced reports** in Workday, **Sandbox testing, developing business processes, and configuring security settings** to ensure robust, compliant HRIS operations.
- Effectively process **Workday EIBs** to streamline mass data uploads, automate data entry, and support high-volume HR transactions with precision and efficiency, maintaining data integrity across modules.
- Design and **implement calculated fields in Workday** to enable dynamic reporting, streamline business processes, and enhance data-driven decision-making across HR functions.
- Provide **end-to-end support for employee lifecycle processes** in Workday, including employee onboarding, staffing changes, internal movements, employee terminations and employee request management.
- Spearhead **updates and improvements to HR documentation**, such as offer and compensation letters, ensuring they reflect the latest legal standards and best practices in HR communications.
- **Develop and manage intranet pages** on Seismic, centralizing HR resources, policies, and updates for employee reference, enhancing ease of access to HR-related information.
- Oversee the **full lifecycle of recurring HR projects**, including annual reviews, performance evaluations, and compensation reviews, coordinating timelines, processes, and communication across departments.
- **Build and refine recruitment dashboards and templates** in Ashby & Greenhouse, providing actionable insights to support data-driven hiring strategies and improve talent acquisition.
- Leverage **advanced skills in data analytics and reporting**, building comprehensive reports in Excel and other spreadsheet tools, and creating visually impactful data presentations. Utilize **data visualization techniques** to provide stakeholders with clear, actionable insights that drive decision-making and strategic planning.
- Conduct thorough **testing in Sandbox environments** to ensure seamless integration and functionality of new HR systems and processes. Identify and resolve potential issues during implementation, guaranteeing smooth deployment and reliable system performance.

Weave Project Works:

Project Triple R: Revamped and automated the CTC structure across Workday, Ashby, offer letters, and appointment letters, reducing payroll vendor dependency and improving salary transparency for employees and recruiters.

Project Velocity: Built Workday-based self-service workflows for reimbursements, bonuses, promotions, job changes, staffing updates, and employee movements, replacing informal HR requests with structured processes within a systematic channel.

Project Fix It Felix: Redesigned the job requisition process in Workday, enabling managers to submit structured hiring requests and reducing dependency on emails and Slack messages.

Project Red Carpet: Automated key onboarding processes, including new-hire setup, stakeholder notifications, Jira tasks, welcome emails, document collection, and offer letter branding, designing and generation to maintain consistency across org.

Project Later Lattice: Managed the transition from Lattice to Workday Peakon, improving employee engagement surveys, analytics, and people data visibility.

Project ATS Migration: Supported ATS migration from Greenhouse to Ashby, improving usability, Workday integration, hiring efficiency, and data accuracy.

Project Sparrow: Managed HR integration activities for the TrueLark acquisition, supporting employee transition, onboarding, and people systems alignment.

Employee Relations & HR Ops Consultant

State Street Corporation | (NYSE: STT) | Bengaluru, Karnataka

FEBRUARY 2022 – MAY 2024

- Managed HR operations and shared services support for the EMEA region, ensuring timely resolution of employee cases through Alight HRX and ServiceNow.
- Administered Workday transactions related to offboarding, payroll inputs, severance processing, employee data updates, and HR documentation.
- Oversee the day-to-day operations of the HR operations and shared services function.
- Supported reduction-in-force, voluntary/involuntary termination, and redundancy processes for the UK and Ireland, including severance calculations, approvals, and payroll coordination.
- Maintained accurate employee records, case documentation, and HR data in compliance with corporate controls, legal requirements, and SLA standards.
- Analyzed employee data from Workday to support reporting, process accuracy, and decision-making.
- Participated in continuous improvement initiatives to streamline HR processes, improve case management efficiency, and strengthen service delivery.

Talent Acquisition Specialist

Boston Services | Bengaluru, Karnataka

NOVEMBER 2021 – FEBRUARY 2022

Academic Counselor

upGrad Education | Bengaluru, Karnataka

SEPTEMBER 2021 – NOVEMBER 2021

EDUCATION

Master of Business Administration (Human Resources & Marketing)

Royal Global University | Guwahati, Assam

AUGUST 2019 – AUGUST 2021

- University Second (2nd) Rank Holder with 8.79/10 GPA.
- Distinguished member and coordinator of the placement team, Royal Centre of Corporate Relations (RCCR) for four academic years.
- Conducted personality development sessions for the juniors and new students.
- Served as a mentor for the new students under the Mentor-Mentee program.

Bachelor of Business Administration

Royal Group of Institutions (Affiliated to Gauhati University) | Guwahati, Assam

JULY 2016 – JULY 2019

- All Assam State Rank #26 with 7.11/10 GPA.
- An active member of the placement team, RCCR.
- Member of the organizing team – Consensio.

CERTIFICATION (view all certifications, badges & credentials [here](#))

- **Workday Reporting**
Workday
- **Generative AI (Prompt, Model & Platforms)**
IBM
- **Prompt Engineering for ChatGPT**
Vanderbilt University
- **Agile Project Management**
Google
- **Building An Engagement Survey Program**
Lattice
- **Building a Reviews Program**
Lattice
- **Workday Human Capital Management**
Workday
- **Human Resources Analytics**
University of California
- **Lean Six Sigma White Belt**
Council For Six Sigma Certification
- **Performance & Competency Mapping**
Globsyn Business School
- **Leading High-Performance Team**
The University of Queensland, Australia
- **Leading Change Through Policymaking**
British Council

TECH STACK & SKILLS

- Workday (Production / Preview / Sandbox)
- Lattice (Production / Admin)
- AwardCo (Production / Admin)
- Seismic (Production / Admin)
- Ashby (Production / Admin / Sandbox)
- Greenhouse (Production / Admin / Sandbox)
- MS Excel / Google Sheets
- Workday Security
- Workday Calculated Fields & Condition Rules
- Workday Automation
- User Acceptance Testing (UAT)
- MS PowerPoint / Google Slides
- Atlassian Jira
- ServiceNow
- Agile Methodology
- Advance Report Building / Reporting
- Workday EIB
- Workday Business Process Configuration
- Workday Notification & Alerts
- Workday HCM
- Process Automation & Optimization
- System Troubleshooting

LANGUAGE

- English - Professional Proficiency
- Hindi - Working Proficiency
- Assamese - Bilingual Proficiency / Native

HOBBIES, LIKES & HUSTLES

- Graphics Designing, Artwork & Branding
- Vibe Coding / Vibe Coder
- UberEats Delivery Guy (2017)
- Founder of Assam Cycling Community
- I love driving & road trips!
- Web Development
- Dropshipping (2016)
- Automotive Mechanic & Tuner (2014 - 2018)
- Event Organizer
- I listen to BONES, Freddie Dredd & Zubeen Garg