

Kanagavalli A

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Profile Summary

SharePoint and Microsoft Power Platform Professional, with foundational training gained during an internship at Dhanalakshmi Ramakrishnan Charitable Trust and over a year of hands-on experience in designing and deploying low-code business solutions. Successfully developed 800+ SharePoint departmental portals, automated workflows using Power Automate, and created custom business apps using Power Apps. Adept at process mapping, access control, and building collaborative digital workspaces. Passionate about driving process efficiency through innovative intranet and automation solutions using Microsoft 365 technologies.

Experience

Process Engineer

SNS Institution | Aug 2024 – Feb 2025

- Spearheaded the implementation of process engineering and automation initiatives using Microsoft Power Platform (Power Apps, Power Automate, PowerBI).
- Served as SharePoint Administrator, managing user permissions, access control, inheritance, and security across 800+ departmental portals, including those supporting the GenAI Student Projects initiative.
- Developed and maintained centralized SharePoint lists and document libraries, ensuring up-to-date data management and seamless information access across departments.
- Designed and deployed custom Power Apps solutions to improve data collection, form digitization, and field accessibility for cross functional academic and administrative teams.
- Automated email reminders, meeting updates, and task notifications using Power Automate, improving communication efficiency across departments.
- Built forms using Microsoft Forms and InfoPath, and integrated them with automated workflows to enhance project tracking and approval processes.
- Created interactive mind maps and workflow diagrams using XMind and Miro to visualize project planning, task flows, and process enhancements.

- Leveraged generative AI tools (ChatGPT, Copilot, Bard, Autopilot) to assist with document generation, idea exploration, and user support.
- Produced technical artifacts including solution architecture, workflow designs, and process documentation to support compliance and quality control.
- Ensured data integrity, user security, and operational excellence through proactive monitoring and collaboration with the IT and academic departments

Process Engineer

KPR Info Solution | Feb 2024 – Jul 2024

- Played a key role under the Project Management Office (PMO) to drive digital transformation by integrating systems from Google Workspace to Microsoft 365, enhancing collaboration and operational efficiency.
- Designed and implemented department-specific SharePoint portals, including a centralized HR portal, enabling streamlined information access, process automation, and cross-functional collaboration.
- Developed and automated HR processes using Microsoft Forms and Power Automate, including associate onboarding forms, leave requests, and approval workflows.
- Managed associate Outlook ID creation, team access provisioning, and daily login/logout tracking systems, ensuring secure access and real-time attendance management.
- Automated email reminders for task deadlines, form submissions, and meeting schedules using Power Automate, reducing manual communication overhead.
- Provided end-to-end SharePoint administration, including permission control, access rights management, and content updates.
- Created XMind process maps to visualize and implement new workflows and solve cross-functional process inefficiencies.
- Acted as a key problem-solver in optimizing departmental workflows and deploying scalable, no-code solutions to meet organizational needs.
- Collaborated with department heads to document process requirements, implement solutions, and ensure user adoption across all functions.

Intern

Dhanalakshmi Ramakrishnan Charitable Trust | Dec 2023 – Feb 2024

- Completed intensive, hands-on training in SharePoint development, workflow automation, and business process documentation.

- Built foundational skills in Power Automate and SharePoint lists/libraries, supporting internal team collaboration and document management projects.
- Actively contributed to portal design, form creation, and process analysis tasks under the mentorship of senior engineers.

Virtual Assistant

Access Win Solution | Jan 2021 – Nov 2022

- Managed SharePoint updates, executive calendars, and client communication.
- Coordinated virtual meetings and collaborated using Microsoft 365 tools.

Operations Executive (Freelance)

Protechno Solution | Aug 2019 – Dec 2020

- Performed data entry and proofreading for US medical insurance projects.
- Ensured accuracy and formatting compliance in sensitive documentation.

Education

B.Sc – Mathematics

Madurai Kamaraj University, 2006

Skills

Microsoft Technologies

- SharePoint Development & Administration (Modern & Classic)
- Power Platform: Power Apps, Power Automate, Power BI
- Microsoft 365 Suite: Excel (Advanced), Word, PowerPoint, Teams, Outlook, OneDrive, OneNote
- SharePoint Access Control, Workflow Automation, Site Hierarchy

Web Development & Scripting

- HTML5, CSS3, JavaScript
- ASP.NET, VB.NET, C# (Basics)
- UI/UX Wireframes, Interactive Form Design (Word, InfoPath, Microsoft Forms)

Tools & Technologies

- XMind, Microsoft Visio (Mind Mapping, Process Mapping)
- SQL (Basic), Microsoft Access

- PowerShell (Basic Knowledge)
- AI Tools: ChatGPT, Copilot, Bard, Gemini, Claude

Certifications

- Lean Six Sigma – Green Belt (IBM)
- Agile, Scrum & Project Management – Alison
- Power BI, Power Automate – Alison
- Robotic Process Automation (RPA) – Basics
- Office Administration and HR Process Automation

Projects

- Created 800+ department portals in SharePoint
- Automated approval workflows using Power Automate
- Developed internal dashboards with Power BI

Soft Skills

- Quick Learner & Easily Adaptable
- Strong Communication & Documentation Skills
- Cross-functional Collaboration
- Self-motivated and Reliable in Remote Work Environments

Languages

- English – Conversational
- Tamil – Fluent