* attendance for a month
* to ensure whether my team members submitted connect time sheet on time and to follow up with them to submit the same.
* To help new associates with ID card and access card request
* Maintaining attendance and in time for a dedicated Month
* Preparation of MOM after end of meetings
* I have dedicated my time to provide KT to RTOB automation team for any functional clarifications even during execution peak period.
* I have taken incharge for travel reimbursement for our team
* Audit for e-learnings for the month of January and April
* Organizing Team outing for cluster level