

 ALT+METRIK <small>simply technology. simply possibilities.</small>	EMPLOYEE CONTACT POINTS			REF. DOC. NO.: T-ALT-HR-088
FUNCTION	SCOPE	POINT OF CONTACT	FIRST POINT OF ESCALATION	SECOND POINT OF ESCALATION
HUMAN RESOURCE	Request for employment letters	Coral->Symbolis->Unified Helpdesk	cijo.joseph@altimetrik.com	ajin.devaraj@altimetrik.com
HUMAN RESOURCE	Queries related to Policies and Processes	Coral->Symbolis->Unified Helpdesk	ajin.devaraj@altimetrik.com	nandini.kantharaj@altimetrik.com
HUMAN RESOURCE	Queries related to Group Mediclaim Insurance	Drop an Email to location specific Spoc	swetha.mariyappa@altimetrik.com	ajin.devaraj@altimetrik.com
HUMAN RESOURCE	Queries related to Leaves	Coral->Symbolis->Employee Self Service	renil.raju@altimetrik.com	ajin.devaraj@altimetrik.com
HUMAN RESOURCE	Queries related to Separations	separation-in@altimetrik.com	ajin.devaraj@altimetrik.com	geetha.thiagarajan@altimetrik.com
FINANCE	Queries related to Payroll	Coral->Symbolis->Unified Helpdesk	kausik.chatterjee@altimetrik.com	mukesh.jain4069@altimetrik.com
FINANCE	Queries related to submission & reimbursement of Travel & Expenses Claims	Coral->Symbolis->Unified Helpdesk	kausik.chatterjee@altimetrik.com	mukesh.jain4069@altimetrik.com
FACILITIES AND ADMIN	Queries related to office facilities and housekeeping	Coral->Symbolis->Unified Helpdesk	Bangalore: santosh.mervyn@altimetrik.com Chennai: prabu.sanjeevi@altimetrik.com Pune & Mumbai: sudhir.satpute@altimetrik.com	gopalakrishnan.jagannadhan@altimetrik.com
FACILITIES AND ADMIN	Queries related to Travel	Drop an Email to location specific Spoc	International: prabu.sanjeevi@altimetrik.com Domestic: balaji.venkataswamy@altimetrik.com	gopalakrishnan.jagannadhan@altimetrik.com
INTERNAL IT	Queries related to Information Technology (Laptop, Network, etc.,)	Coral->Symbolis->Unified Helpdesk	ravikumar.ramachandrarao@altimetrik.com	Shivaramakrishna.Seetharaman@altimetrik.com
OTHERS	Concerns & Queries related to harassment	confidentiallyspeaking@altimetrik.com	confidentiallyspeaking@altimetrik.com	confidentiallyspeaking@altimetrik.com
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