

# SOUMYA K.

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## CAREER OBJECTIVE:

To be a part of an organization where I can grow and establish as a professional by being innovative, resourceful and flexible and can add value to the organization.

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## PROFILE SUMMARY:

- HR Professional with over 9yrs of work Experience and **Master of Business Administration** degree from School of Management Studies, Cochin University of Science And Technology
  - Specialist in Talent Management and HR Analytics for Canada Geography at **Tata Consultancy Services Ltd.**
  - Former Unit Associate Lead for Resource Management Group at **Tata Consultancy Services Ltd.**
  - Excellent team player with strong analytical and leadership skills
  - Ability to learn concepts quickly and communicate ideas effectively
  - Holistic approach in problem solving
  - Good in building and maintaining relationships
  - Ability to adapt to any situation
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## PROFESSIONAL EXPERIENCE:

Company	Designation	Duration	Projects Undertaken
Tata Consultancy Services Ltd, Kochi	Manager – HR	December 2020 – Till Date	<ul style="list-style-type: none"><li>• Specialist – Talent Management and HR Analytics for Canada Geography</li><li>• Implementing Performance management and Talent transformation process and programmes at Geography level</li><li>• Analyze data correlations and share inference and propose corrective measures to higher management for improvement</li><li>• Perform Role Audits</li><li>• Enable International Transfer and Localization for eligible associates</li></ul>

		July 2013 – December 2020	<ul style="list-style-type: none"> <li>• Resource Management Group Unit Associate Lead for a major business unit</li> <li>• Enabling and strategizing resourcing for both Onsite &amp; Offshore for the Unit based on multiple organizational parameters</li> <li>• Sub Auditor for Regional and Unit level audits for the function</li> <li>• Procedure document creation and updation for Resource Management group in Quality Management System</li> <li>• Analyzing critical staffing parameters to derive at inferences and areas of improvement and report to the higher management</li> <li>• Regional Resource Management Group – Kerala Region team member handling staffing (Onsite &amp; Offshore) for more than five business units in the region</li> <li>• GDPR Champion for the branch</li> </ul>
Flytxt Mobile Solutions, Trivandrum	Graduate Engineer – Trainee	July 2010 – June 2011	<ul style="list-style-type: none"> <li>• Aircel – New 3G Handset Promo</li> <li>• Converting Existing one-off Broadcasts to Recurring Broadcasts in a click</li> <li>• Registration List Sharing</li> <li>• Rewriting the Stored Procedures</li> <li>• Performance analysis for the Implementation of logback instead of log4j</li> </ul>

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#### **COURSES AND CERTIFICATIONS:**

- Certification on Labor Laws from Tata Consultancy Services Ltd.
- Certification on Intellectual Property Rights – Patent: Law and Practice from Cochin University of Science And Technology
- Certification on Design Thinking Program from Tata Consultancy Services Ltd.
- Training on General Data Protection Regulation (GDPR) organized by Tata Consultancy Services Ltd.
- Undergone Pitstop'13 training for HR professionals at Tata Consultancy Services Ltd, Trivandrum
- Cleared UGC National Eligibility Test (NET) for Lectureship and Junior Research Fellowship (JRF) held in June 2013
- Telecom Career Program Training conducted by Faith Infotech, Trivandrum in association with BSNL

**PROJECTS:**

- Internship and academic project on ‘Effectiveness of Web Based Training’ with Talent Development at **Tata Consultancy Services Ltd**, Kochi
  - Academic project on ‘Organizational study and Analysis of the policies and practices followed by the Human Resource Department’ at **CII Guardian International Ltd.**, CSEZ, Kochi
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**AREAS OF INTEREST**

- **Human Resource Management** : Resource Management, Recruitment and Selection, Training and Development, Performance Management, Talent Management, HR Analytics, Vendor Management.
  - **Operations and Systems** : Project Management, System Analysis, Business Analysis.
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**EDUCATION:**

Course	Major	Institution	Percentage Secured	Year of Passing
Master of Business Administration	General	School of Management Studies, CUSAT	72.81%	2013
Bachelor of Engineering	Electronics and Communication	Avinashilingam University for Women, Coimbatore	81.26%	2009
Higher Secondary Examination	Science Biology	St.Terasas C.G.H.S.S, Ernakulam	90.67%	2005
Secondary School Leaving Certificate	--	St.Terasas C.G.H.S.S, Ernakulam	93.17%	2003

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**PERSONAL PROFILE:**

Date of Birth : 24<sup>th</sup> December 1987  
Marital Status : Married  
Linguistic Abilities : English, Hindi, Malayalam, Tamil  
Interests : Photography, Travelling  
Permanent Address : SRA 29B, Devaguptham, Vrindavanam Lane,  
Thaikkattukara PO, Companypadi, Aluva – 683106, Kerala, India

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