

Abinaya Balasubramanian

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PROFILE SUMMARY:

HR professional with over 11 years of experience HR talent management and Business partnering. Presently working with HCL technologies APME Growth Markets FS vertical as MANAGER HR (Business partnering and Talent management)

Recognized and awarded for consecutive outstanding performance yoy and part of HCL Achievers league.

CORE COMPETENCIES:

- ❖ Strategic business partnering & Attrition management (predictive and sentiment analysis)
- ❖ Performance management, HR budgeting, Appraisals & Compensation
- ❖ Employee relations & Engagement
- ❖ Employees Grievance Handling & PoSH cases
- ❖ Change Management
- ❖ Comprehensive understanding of Demand & Supply management
- ❖ Operations and Risk management
- ❖ Excellent Customer and Stakeholder Management
- ❖ Reports & MIS Management
- ❖ Microsoft Office
- ❖ Excellent Written and Verbal communication
- ❖ Quick learner

PROFESSIONAL SUMMARY:

HCL Technologies: MANAGER – HRBP&TMG – March 2019 till Date:

- ❖ Delivering the best employee journey life cycle to several engagements and bench employees.
- ❖ Partnering with BUHR Head, Global Strategic HR, NV and BU HRBP, COEs and HR ops to develop and deliver integrated solutions, workforce & succession planning, leadership development, R&R, Attrition management, strategic partnering / ARC management.
- ❖ Ensuring seamless delivery of HR functions and SPOC for all the client audits.
- ❖ Handle entire performance management cycle
- ❖ Assisting in developing and executing personnel procedures and policies, providing guidance and interpretation for business operations.
- ❖ Co-facilitate New Employee Orientation Program, facilitate smooth new hire on-boarding process, coordinating with cross functional departments to deliver an exceptional first-day experience, data updation in HRIS for auditing and compliance.
- ❖ Ensure bi-weekly and semi-monthly updates to employee files, bonus/incentive pay.
- ❖ Act as a strategic partner to the team, providing guidance and support on HR matters. Handle employee grievances and disciplinary actions in a fair and consistent manner.
- ❖ Conduct Townhalls, open house, floor sessions and various cohort connect sessions with employees within APME FS region every quarter to create process and policies awareness amongst employees.
- ❖ Maintain central database of all visa ready & travel eligible employees to be rotated for all onsite opportunities and bring down hiring ARC against onsite positions. Also, plan and execute rotation of long times at onsite to offshore and movement to backfill from Offshore to onsite.
- ❖ TMG lead – Central PSC team managing demand and supply across Digital Business verticals (all LOBs)
- ❖ Fresher management lead – planning, on-boarding, training & deployment to billing of freshers
- ❖ Responsible for 2000 ELH Demand-Supply management to fulfillments, training and deployments to billing
- ❖ Fulfillment lead for New Vistas (India locations) across FS vertical – enabling internal movements, work on employee benefits & guidelines.

Capgemini Consulting and IT services : Consultant –TMG (Nov 2017 till March 2019)

Bench Manager FS-Chennai (overall):

- ❖ Engage Bench talents in various training programs – aligned to their skills or cross technologies as well, based on business dynamics
- ❖ Conduct frequent bench meetings and address with current business trends/needs and their grievances
- ❖ Create awareness on Org bench guidelines and process to find suitable opportunities within Org and training reqts.
- ❖ Conduct frequent reviews with FF & delivery teams on Offshore and Onsite approved Utilization target and make sure the same is met on Qtrly, half yrly and annual basis.
- ❖ Track and target unbilled headcount from Business for deployment planning within and out the BU, with appropriate approvals
- ❖ Conduct new joiner induction/ orientation sessions, for Central capacity pool
Process awareness on internal systems, policies and guidelines.
- ❖ Work with BU HR (Business and people partners) for aging talents on bench and
 - Help talents find opportunities meeting Org goals and skip involuntary exit actions
 - Regular feedback and document tracking/sharing with HR on inflexible talents for managing exits
 - Track inactive employees on bench for attendance and participation on various org events/initiatives/ training programs and issue disciplinary/show cause notes with help of BU HR.

Hexaware technologies: Senior Executive –TMG (June 2015 till April 2016)

Demand Forecasting and Management

- ❖ Liason with Sales & Delivery leaders to work on Quarterly, Half yearly and annual demand forecast at BU levels.
Includes Billable demands, Proactive and Fresher intake across cohorts.
- ❖ Recommend demand moderations and strategies wherever required based on historical data and present business needs/situation.
- ❖ Periodical validation of Demands logged in system with respective Delivery heads.
- ❖ Maintain accurate Demand projection at Unit and BU level, at any given point in time.

Supply Planning and execution

- ❖ Recommend Fulfilment plan based on all the available supply:
 - Exact or adjacent match from existing bench
 - Training and Deployment from bench pool & external base skill hires
 - Hire Digital talents
 - Fresher allocations
 - Internal Rotations within Delivery units of respective BU
- ❖ Work closely with recruitment teams to plan fulfilment based on client reqts – Full time / contractual employees.
- ❖ Support Delivery and Practice/Proactive drives by enabling required panel support and ensure

HCL technologies: Senior Executive –TMG (Aug 2010 till Oct 2013)

Demand Forecasting and Management

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- ❖ Recommend demand moderations and strategies wherever required based on historical data and present business needs/situation.
- ❖ Periodical validation of Demands logged in system with respective Delivery heads.

- ❖ Capture and report Demand changes to senior management on timely basis, upon Business calls.
- ❖ Maintain accurate Demand projection at Unit and BU level, at any given point in time.

Supply Planning and execution

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 - Hire Digital talents
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- ❖ Work closely with recruitment teams to plan fulfilment based on client reqts – Full time / contractual employees.
- ❖ Support Delivery and Practice/Proactive drives by enabling required panel support and ensure
- ❖ Plan rotations for onsite reqts with eligible visa ready internal employees from accounts & bench and Vice versa; whereby controlling hiring cost.

Training and skills repository management

- ❖ Centrally maintain Skill repository & profile database.
- ❖ Involved in the system changes/enhancement of Skill management and profile system, with internal Information management - UAT process and coordinate with key stakeholders from Delivery and HR teams
- ❖ Build cohorts for training from Bench, new joiners, future releases – laterals & freshers

Mahindra Satyam: Unit Resource manager–TMG (March 2008 till march 2010)

As a Management trainee, assigned to ADM-Java Practice Talent Management group- for all Manufacturing accounts

Individually managed the below with less intervention from Managers:

- ❖ Demand Forecasting and Management
- ❖ Supply Planning and execution
- ❖ Bench and utilization management
- ❖ Training and skills repository management
- ❖ Reporting and tracking
- ❖ Stakeholder management

CAREER HISTORY:

- ❖ MANAGER/ HRBP & TMG – HCL Technologies (March 2019 till date)
- ❖ CONSULTANT - Capgemini Consulting & IT services: (Nov 2017 till March 2019)
- ❖ SENIOR EXECUTIVE - Hexaware technologies (June 2015 till April 2016)
- ❖ SENIOR EXECUTIVE - HCL technologies: (Aug 2010 till Oct 2013)
- ❖ UNIT RESOURCE MANAGER - Mahindra Satyam: (March 2008 till march 2010)

Education history:

- ❖ MBA (HR) (2006-2008) Magnus School of Business affiliated to Mysore University
- ❖ Bachelor of Science (2003- 2006) MOP Vaishnav College for Women- Madras University

Personal Details

Languages known : Tamil/English/Hindi – Read/Write/Speak

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