**Allen Valentina J**

**Mob**: 8754540392

**Email**: allenvalentina@gmail.com/write2allenvalentina@gmail.com

**7.4 years of successful IT experience in**

***Workforce Management / On-boarding and New Hires Orientation / Infra Management/ Space Management /Learning and Development / Training Up-Skilling/ Re-Skilling Resources / Human Resource/ Employee Relations / Demand Fulfillment / Bench Allocation and Redeployment***

**Areas of Expertise**

* Handled Insurance based projects in offshore
* Coordination with Talent Acquisition team for External hiring and Requirements closure
* Ensure Optimum utilization, Up-skilling / Re-skilling Resources by Organizing Internal Technical Training Programs
* Responsible for Bench Management of Trainees (Freshers) and Resource Allocation as per the demand
* Induction – Orienting employees about the Internal Norms and Policies
* Maintained and updated the details of the on boarded resources in the database to run the RM Functions
* Maintained and organized the documents.
* Prioritizing project tasks and resource management
* Grievance Handling with Client & delivery team for smooth closure

**Career Profile**

**TIGER ANALYTICS: (1st June 2022 --- 04th Sep 2023)**

**PROJECT MANAGEMENT (PMO)**

* Handling and supporting the Insurance based projects.
* Creating the new requirement in the system and following up with the Practice team to share profiles for the same.
* Co-ordinating with the Account & Practice team till the requirement is fulfilled.
* Following up with the Account team in terms of Extension/Release of the resources in the project on a monthly basis.
* Validating the Billing start date for the resources in the project.

**ON BOARDING SPECIALIST**

* Managed the whole on-boarding process, ensuring that all pre- employment process and forms are completed accurately.
* Taking induction to the New-Joiners regarding the Delivery related activities in the system (DOSSIER).
* Inducting the New-Joiners in terms of updating Project timesheet, Skill & Profile update in DOSSIER.
* Maintained and organized documents.

**TRAINING**

* Allocating the resources to the respective training in terms of both Campus and Lateral Joiners.
* Co-ordinating with the Learning and Development team regarding the training duration, modules, and also updating the same in the system.
* Maintaining the tracker for all the training in terms of skills, level, modules etc and submitting with the management on the weekly basis.

**HTC GLOBAL SERVICES INDIA (20th Oct 2016 --- 8th April 2022)**

**ON BOARDING / INFRA MANGEMENT**

* Responsible for Coordinating with Onboarding Team and IT Team with regards to the Onboarding of New hires - Employee id Generation, Email id creation, Domain ID creation, Making System/Laptop request and Requesting for Access cards, biometrics and providing Floor access to the employees.
* Induction - Orienting employees about the Internal Norms and policies.
* Maintaining and updating the details of the on boarded resources in the Database to run the RM function effectively with accurate, timely reports and providing required resource inputs for Marketing proposals.
* Monitor Maintenance of all resumes in the repository

**TRAINING / LEARNING AND DEVELOPMENT**

* To ensure optimum utilization, Up-skilling / Re-skilling Resources by Organizing Internal Technical Training Programs
* Responsible to Identify technical training/up-skilling requirements and enabling the same for talents with aid of L&D team
* Coordinating and obtaining the Training requests from BU's and checking with the Internal training wing if they have the trainers with the skills/expertise and software to train resources on the required framework/technology.
* Upon confirmation on the feasibility of the training program from the Training Department, Coordinating with the Project Managers to get the preferred schedule and Participants list for the training program and sharing it with the Training team to plan the training program effectively.
* Also based on the approval of the cost and period of the Undertaking, getting the paperwork done from all the participants who will be attending the training program.
* Upon completion of the above process, Sending Training Invite to all the participants with the details of the Training program (i.e) Start date, Timings, Duration, Venue and Mode of Training program.
* To raise Training Requests in the tool and share the Requisition IDs with the training team to generate Training Record Forms (TRFs) and updating acquired skills of the resources from TRFs in the database, ensuring that the up-skilled / re-skilled resources are available for future Business requirements.

**HR BUSINESS PARTNER – SPACE MANAGEMENT**

* Responsible for Coordinating with Business Units and IT Team and upon requests/confirmations from the managers - Initiating Asset Requests /Asset Releases and Asset Movements in Global Delivery Centers (GDC Guindy and GDC MEPZ)
* Asset Request - Checking for the availability of space for the resource in Space sheet/Map and to provide an asset/workstation for the resource allocated to a new Project/Department
* Asset movements of the resources within the Same project, Asset Movements of the resources released from one project and allocated to another project
* Bulk Asset Movements of the Teams between different locations – GDC Guindy and GDC MEPZ
* Asset Release - To release the Assets when the resource is moved to client location/Released from the Organization

**Achievements**

* Spot Award for Bench Management of Trainees (Freshers) and Resource allocation as per the

demand

* Quarterly Award for best performance

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Institution** | **Year Of Passing** | **Class** |
| **B. TECH – IT** | Gojan Schools of Business & Technology, Anna University, Chennai, India | 2011 | 78% |
| **XII** | Velammal Matriculation Higher Secondary School | 2007 | 78% |
| **X** | St. Joseph. Anglo Indian Higher Secondary School | 2005 | 74% |

**Other Skills**

* Good Written and Communication skills.
* Working knowledge in all in-house applications.
* Good knowledge of MS Excel and Office Applications.
* Self-motivated and open to new challenges.
* Quick learner and interested to achieve different roles.

**Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | |  |  |
|  | | |  |  |
| **Name** | Allen Valentina J | | | |
| **Father Name** | Jayasagaran. D | | | |
| **Date of Birth** | 05 .08 .1990 | | | |
| **Sex** | Female | | | |
| **Marital Status** | Married | | | |
| **Languages** | English, Tamil | | | |
| **Address** | No:7/61, 22nd Street, Eveready Colony, Kodungaiyur, Chennai – 600118 | | | |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |