S. Malini Devi

Mobile: 8838455754

**E-Mail: maliniselvaraj2015@gmail.com**

**Objective**: To meet new challenges and to be an efficient, effective and responsible employee who “makes things happen”. Looking forward to a career in an organization where I get the right opportunity for growth and actively contribute towards increased organizational excellence. Intend to build a career with a leading organization and to expose my talents & knowledge for the benefit of the organization and also to increase my knowledge by learning from the organization.

**Skills**

Quality Audits Stakeholder Management Vendor Management Team Management Employee Engagement Query Handling

**Snapshot**

An astute professional with qualitative experience in versatile Human Resource functions like Background Check Process, Document validation, Offer extension, Talent Connect, Employment Verifications, HR Operations etc.

* Handled a team of 11 member’s part of India offer Creation/extension, Talent connect. Previously Handled NA Document Validation & NA Healthcare Background check process.
* A good analytical mind with the willingness and ability to quickly learn new technologies
* Proven Skills in managing Employee Grievance and to conduct internal Quality Audits.
* Ability to handle escalations and adhoc data request from management
* Having good working knowledge in MS Office, Taleo, SAP and People soft

**Roles and Responsibilities:**

**Work Experience**

**Current Employment: Barclays Global Services**

**Designation : Process Expert**

**Tenure:** May -2022 to Present

* Responsible for onboarding and screening of Employees for India
* Team Handling, Work Allocation for the entire team, Email box management
* Perform Screening via third party vendor to assess the eligibility of the candidates to join Barclays
* GWI - Creation/updation, Risk event handling, Issue log.
* Highlight the key pain areas to the leadership team to assess and have them streamlined
* Responsible to prepare the data for the external audits and walkthrough the samples to the external auditors
* Train the new joiners of the end to end process
* Responsible for maintaining the Compliance and Metrics perspective of the process
* Interact with the Recruiters on a regular basis to understand requirements and create a framework to the team to accomplish the deliverables
* Publish daily, weekly and monthly dashboards to the leadership
* Maintained Escalations tracker to monitor the process flaws and have them rectified
* Propagate call with respective account team for package set-up, client queries and ad hoc requests
* Conduct regular client meeting with client SPOC to discuss about process challenges and process improvement
* Involve in change management, allocation of resources and business process re-engineering
* Review and demonstrate the current project plans and communicate progress to the respective stakeholders Effectively involve in customer delight and obtain feedback from the client in par with recent amendments. Revolve and plan for continuous growth in the current business
* Initiate background checks for associate based upon the client requirements
* Assign new clients to respective SPOC and have the initial process set-up done for new entrants
* Coordination with the legal team for case closures and pre-adverse action notice

**Work Experience**

**Employment: Baja Allianz Life Insurance Company, Chennai**

**Designation: Senior Executive – MIS** – Pan India Support – KVB Channel

**Tenure:** Feb-2021 to Apr-2022

* + Engage in procedure of scrutinize new business proposal form before login in operation according to underwriting guideline.
  + Maintain a MIS of Daily & Monthly Logins tracker MIS as per TM wise, NOP wise, Agentwise, Arranging appointment of Medical Examiner for the clients whose medical triggered.
  + QC and dispatch of complete application to the service center on the same day.
  + Performing intermediate duties and support related to branch operational activities.
  + Follow up for Zonal manager & Busniess Director approval as per case to case basis
  + Coordinate with head office for medical updating, issuance cases, pending cases.
  + Process monthly conveyance expense claim for Sales Manager & Branch manager
  + Maintain GOAL sheet MIS by Sales Manager wise & their NOP, recruitment, Target achievement

**Work Experience**

**Employment: Avancer Software Solutions**

**Designation: HR**

**Tenure:** May -2018 to Aug -2019

* + Handling team of 7 people and assisting in Sourcing, Screening, scoping, Scrutinizing, prescreening & tele-interviewing and on boarding candidates.
  + Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement as per the job description
  + Handled 3 Member Document Validation team to access the documents provided the employees before their onboarding
  + Preparing Requisition gathering template and sending it to corresponding sourcing lead to initiate the sourcing. Short listing the profiles sourced and sending it to the respective hiring managers
  + Conducting HR round for the selected candidates and negotiating salaries on company standards.
  + Preparing reports on the no of closure, internal movements, and offer decline numbers to ensure the flow of work to reach the aspire rates. Sending weekly, Monthly and quarterly headcount and hiring report.
  + Background Verification was carried out for the employees as per the policy coordinating with vendor.
  + Having a good Experience in both permanent and contract staffing hiring
  + Counsels and coaches executives and managers on matters concerning identifying, developing and placing high potential talent to enhance career development, succession planning and business results
  + Work closely with the human resources director to drive key elements of the talent management strategy, to include talent acquisition, succession planning, organizational dynamics, leadership development, and retention
  + Partner with the Corporate Talent Acquisition team to ensure adequate and timely staffing for all areas
  + Regulate On-the-Job and classroom training for New joiners

**Stakeholders**

* Recruitment Team
* Verification Vendors
* On-Boarding Team
* Payroll
* HR-Business Partner
* Internal Account team
* PMO Client
* Compliance team

**Education:**

# Under Graduation

Course: Bachelor of Engineering University: Anna University

Institution: Jerusalem College of Engineering, Chennai Graduated: 2008

**Personal Details**

Father’s Name : Mr. Selvaraj. K (Late)

Date of Birth : 13.03.1987

Marital Status : Married

Nationality : Indian

Hobbies : Cooking & Music

Present Address : 15, Balakrishna Street, Adambakkam, Chennai – 600088

**Lang**uages Known : English, Tamil, Telugu, Hindi (R**&**W**)**

**Declaration**

I hereby declare that all the information furnished above is true to the best of my knowledge.

**Date:**

**Place: Signature**

**Malini. S**