

YUMI SABLOK

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Current City: Delhi

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Preferred locations to relocate: Delhi, Noida, Gurgaon. But due to pandemic situation will prefer working from Home.

Profile Summary:[PGDBA [Human Resource], B.TECH[Information Technology]]

Abilities to work collaboratively within a team with leadership, organizational & managerial capabilities in motivating the team for enhancing performance and to meet deadlines. Enthusiastic, high interactive capability.

Python Experience: 2 Years

Professional total IT experience: 9 Years

Key Skills:

- Backend : Python 3.7[Primary], Lotus Notes
- Database : SQL , MYSQL
- Tools : Git , JIRA
- Frontend : HTML
- Communication, Public Speaking Skills.
- Language skills: English (proficient and fluent).
- Good analytical, problem solving and decision-making skills.

Work History: Professional Experience

Function: *Software Programming - Python*

Designation: Senior Associate

Time Period: **Dec 2021- Present**

Company: Cognizant Technologies Ltd.

Responsibilities:

- Details:
In this application, consumer can be able raise complaints online and offline
Phase 1: Spandana for online

□

Phase 2: Spandana complaints at offshore location.

Responsibilities:

- Working as a full stack developer for python core programming, maintaining the app and working on issues and bug fixes.

Function: *Software Programming - Python*

Designation: Associate Manager

Time Period: *Dec 2018- Oct 2021*

Company: HCL Technologies LTD.

Responsibilities:

- 2 years of experience in core python programming ,debugging web applications and client applications using python.
- Willing to further work in library like: Pandas for data analysis.
- Worked in support projects, handled normal count of tickets and having good rate in closing tickets with issue resolution and bug fixing.
- Coordinate, communicate and provide technical support to other functional groups relating to web applications.
- Worked on SDLC model, develop easy to use documentation for the frameworks and tools developed for adaption by other teams. Ready to move or learn/adapt Agile model also Managing and interacting with worldwide Customers for Business Analysis.
- Creative approach to problem solving and willing to take ownership to good extent.

Specialization: *Human Resource*

Function: Learning and Development Executive

Designation: Associate Manager

Time Period: April 2014 – Dec 2018

Company: HCL Technologies Ltd. NCR

Responsibilities:

- Identifying organizational and individual training needs through various channels. □
Creation and publication of training calendar.
- Identification of internal trainers and recognize their efforts in impacting training.
- Training delivery coordination with trainer.
- To contribute to L&D communications using emails, posters, group meetings.
- Collate and maintain training records of training.
- Coordination with participants.
- Coordination with vendors and Clients for Smooth training execution.
- Schedule live and virtual training classes as per training plan received from trainer.

□

- Perform Training management activities on learning management system.
- Plan training calendar and rollout of planned training programs.
- Builds and sustains relationships with both internal and external resources.
- Flexible to travel and work as per business requirement.
- Prepare presentations.
- Facilitate learning and development programs for teams spanning across geo.
- Develop and implement learning strategies and programs that meet business needs.
- Engage with key stakeholders to conduct skills analysis and training need analysis.
- Plan curriculum, identify trainers and manage overall execution of trainings [schedule, delivery, evaluation].
- Ensure alignment of learning and development strategies with business goals.
- Create content based on inputs shared by different teams.
- Plan roll out of programs including timelines, target audience, trainer, mode of delivery.
- Maintain updated training curriculum database and training records.
- Execute training as per plan, Implement training programs as per monthly calendar or specific project needs at any point of time.
- Develop both web based and classroom (virtual and in person) training as well as job aids, reference guides.
- Monitor employee feedback results and continuously update training material to support business goals.
- Logistics management and implementing standard set up for training room.

Coordinate with IT and support teams for the upkeep and maintenance of learning equipment. □
Coordinate the induction program for new recruit.

Function: *Software Programming*

Designation: *IBM Certified Application Engineer, Lotus Notes*

Time Period: *Dec 2011- April 2014*

Company: KPIT Cummins Info systems Ltd, Pune [Currently is KPIT Technologies Ltd.]

Responsibilities:

- Preparing Requirement Analysis document.
- Finalizing SOW with policy adherence with respect to Development guidelines and metrics. □
Developing Client as well as Web Applications in Lotus Notes 8.5 □ Working in Core Development Team.
- Managing and interacting with worldwide Customers for Business Analysis.
- Done Research on X-Pages and developed X-Page application using Extension Library.
- Proficient in various programming skills such as: Lotus Notes 8.5/8.5.2/8.5.3, Lotus Script, Java Script, HTML, X-Pages (Basic) and worked on extension library controls with own research.

□

Technical Skills:

- Python 3.8
- SQL Server, MYSQL
- SAP ECC 6.0, SAP R/3.
- Lotus Notes 8.5/8.5.2/8.5.3, Lotus Script, Java Script, HTML, X-Pages (Basic) and worked on extension library controls with own research.
- Languages: IBM Lotus Notes, IBM Lotus notes Mail.
- Microsoft Tools: MS Office Excel, Access, Power Point, Word.
- Operating Systems: Windows XP/2000/W7/W8/W8.1/W10.

Certifications:

- IBM Certified Application Engineer [Product Owner -IBM].
- Customer Delight with CSAT 5/5.
- First Time Manager from Skillsoft.
- ITIL-V3 from Skillsoft.
- COBEC [Code of business ethics and Conduct].

QUALIFICATIONS:

PGDBA (Human Resources) from Symbiosis with [A Grade].

- B. Tech (Information Technology) from UTU with Honors [79%].
- Schooling: The Heritage School with ICSE Board.
- Achieved Livewire award in L&D – Talent Development Function

ACCOLADES in Professional Career:

Achievements and certifications:

- **IBM Certified Professional** Engineer for Lotus Notes 8.5.
- Got Appreciations for the **Value Additions** from many customers throughout the world. I proactively did few enhancements which they appreciated very much.
- Achieved Successful Training award for **excellent effort and contribution towards work & learning** in entirely new domain, in KPIT Cummins Info system Ltd.
- Hold Certificate for **Customer Delight** with **CSAT of 5/5** for one from one of the US Based Customer for his Client Application.
- Hold a Certificate for ITIL-V3 from Skill Soft.
- Hold a Certificate for First Time Manager from Skill Soft.
- Hold a certificate for Debate competition.

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- Held a position as a Co-coordinator in Tech-Fest PINAK 2010 of college.
- Got Appreciation from client across US, for providing the best experience with IT Support and also got the comments such as “Yumi Sablok did an exceptional job in exceeding my expectations on customer satisfaction, communication, meeting deadlines, and pro-activeness.”
 - Part of HCL Internal Auditor June 2018 HCL Leadership Program.
- Part of Learning & Development conference organized by our External Vendor where multi organization participated and objective was to focus on L&D objectives and new frames in market.

PERSONAL PROFILE:

Date of Birth	July 16, 1990
Languages Known	English, Hindi
Nationality	Indian
Passport	No, Expired