



Allaine Ren Kuruvilla

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WORK EXPERIENCE

01/10/2023 – CURRENT Kottayam, India

ASSISTANT FINANCIAL & STRATEGIC OPERATIONS MANAGER DIGI SUVIDHA PRIVATE LIMITED

- Analyzed loan applications and project proposals, advising clients to improve project viability and approval rates.
- Crafted detailed project reports and filed loan applications, ensuring compliance with lender requirements.
- Assisted clients in navigating the loan process, facilitating bank communication, expediting approvals, and securing funds.
- Implemented an HRMS platform and employee tracking system, enhancing operational efficiency.
- Streamlined internal processes, improving workflow and overall business efficiency.
- Managed monthly reconciliations, GST registrations and filings, TDS filings, and ITR filings, ensuring financial compliance.
- Worked closely with vendors, ensuring smooth business operations.

01/07/2021 – 15/09/2023 Bengaluru, India

HR GENERALIST DATAGROKR ANALYTICS PRIVATE LIMITED

- Supported 25+ employees and interns throughout their employment cycle, ensuring a seamless experience.
- Managed talent acquisition, reducing costs through campus recruitment and online platforms, hiring 20+ employees.
- Led HRMS migration for 110 employees, ensuring smooth data transfer and enhanced operational efficiency.
- Conducted employee check-ins, addressing grievances and career aspirations, leading to improved retention and satisfaction.
- Facilitated 360-degree feedback sessions for the data engineering team, contributing to team improvements.
- Developed and delivered presentations for 15+ learning coordinators, improving role clarity and performance.
- Coordinated employee engagement initiatives, fostering a positive and inclusive culture.
- Regularly checked in with Data Engineering teams to align with company goals and team dynamics.
- Managed onboarding and induction programs for 20+ new hires, ensuring smooth transitions.
- Built partnerships with 10+ institutes and universities, strengthening the talent pipeline.
- Conducted background checks for 20 new joiners, maintaining accurate documentation.
- Mentored 20+ interns, tracking progress and providing leadership updates.
- Planned interactive sessions for interns, enhancing their understanding of key concepts.
- Managed finance tasks, including vendor payments, statutory payments, and transaction auditing for accuracy.
- Maintained and updated leave records for actuarial valuation.

EDUCATION AND TRAINING

20/07/2022 – CURRENT Remote, India

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA) ACCA

Website www.accaglobal.com

20/08/2018 – 20/06/2021 Greater Noida, India

BACHELORS OF COMMERCE (HONOURS) Bachelors of Commerce (Honours)

Website www.sharda.ac.in | **Field of study** International Accounting & Finance

01/06/2015 – 30/04/2017 Kottayam, India

HIGHER SECONDARY - 12TH Girideepam Bethany Central School

Website <https://girideepambcs.edu.in>

01/06/2013 – 30/04/2015 Kottayam, India

HIGH SCHOOL - 10TH Girideepam Bethany Central School

Website <https://girideepambcs.edu.in>

● LANGUAGE SKILLS

Mother tongue(s): **MALAYALAM**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B2	B2	B2
HINDI	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Microsoft Excel | Microsoft Word | Google Docs | Chat GPT | Canva | Microsoft Powerpoint

● PROJECTS

01/04/2021 – 15/04/2021

Impact of Consumer Trust and Perception in Adoption of Fintech Services

- Conducted a research study analyzing how consumer trust and perception influence the adoption of FinTech services in India, surveying 120 potential users to assess key factors like perceived risk and data security.
- The study highlighted that trust plays a crucial role in reducing perceived risks, with user experience and customer satisfaction being essential for driving FinTech adoption.