

# CURRICULUM VITAE

**SIBI BABU**

**NO. 11/2, 2<sup>nd</sup> MAIN STREET,  
MEENA ESTATE, SOWRIPALAYAM  
ROAD, COIMBATORE-641028.  
PH: 9789511254**

**E-mail: [sibibabu87@gmail.com](mailto:sibibabu87@gmail.com)**

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## **Objective:**

Seeking a challenging career to utilize my skills and knowledge in the organization to achieve its goals and thereby enhancing my professional growth

## **Skills:**

- ✓ 11 years and 1 months of experience
- ✓ Able to interact with staff at all levels.
- ✓ Excellent communication and writing skills.
- ✓ Responsible for other duties as assigned.
- ✓ Sincere and industrious hard worker.
- ✓ Self-Starter with natural confidence.
- ✓ Can adapt to new environment easily.

## **Software Skills:**

- ✓ Operating systems : Windows Xp, Windows Vista, Windows 7 ✓ Application Software : Microsoft Office 2003
- ✓ Accounting Software : Tally – Basic Level.

## **Professional Experience:**

### **Sivrij Enterprises:Jan 2016 to Dec 2022]**

*Designation:Admin*

- *Coordinating with staff for ontime product.*
- *Selecting and Recruiting staff.*
- *Marketing our products.*
- *Preparing invoice and billing.*

### **Sree Vardhana Builders Pvt.Ltd :( From 15 June 2014 to 25 February 2015).**

*Designation: HR and Admin Executive.*

- ✓ Coordinating with HR and Admin
- ✓ Scheduling interviews of listed candidates.
- ✓ Managing Employee attendance and Payroll process.

- ✓ Ensuring overall Employee performance and incentives structure.
- ✓ Organizing cultural and fun activities for employees.

***Orient Bodyshop Solutions India P Ltd: (From Dec 15, 2013 to June 10, 2014)***

Designation: Admin and MD Secretary.

- ✓ Coordinating with HR activities.
- ✓ Managing statutory compliances & housekeeping.
- ✓ Taking care of Training department.
- ✓ Mailing.
- ✓ Taking care of company infrastructure and premises.

***BEWELLMN Hospital: (From Jan 30, 2013 to June 26, 2013)***

Designation: Patient Care Executive.

- ✓ Fixing Appointments, Admissions and Registrations.
- ✓ Handling Patient Complaints.
- ✓ Preparing Bills and Discharge Summary.
- ✓ Collecting Feedback Form.
- ✓ Taking care of Indent.
- ✓ Checklist for staffs.
- ✓ Preparing Duty roaster.

***BRIDGE HR Consultancy, Chennai: (From May 21, 2012 to Jan 25, 2013)***

Designation : HR Executive

- ✓ Headhunting-identifying and approaching suitable candidates to the client requirements.
- ✓ Screening and short listing candidates for employers to interview
- ✓ Briefing the candidate about the responsibilities, salary and benefits of the job
- ✓ Building relationships with employers and job seekers      ✓ Meeting targets for vacancies filled and people placed
- ✓ Tracking records of employees in that organization.

***Dr. Batras, Chennai: (From August 7, 2008 – To May 10, 2010)***

Designation: Patient Care Executive

- ✓ Handling patient complaints.
- ✓ Putting appointment with the doctors.
- ✓ Collecting patient satisfaction form.
- ✓ Guiding the patient with their problems ✓ Giving reminder call for the appointments.

- ✓ Marketing the company products
- ✓ Maintaining the register

***International Business Management Service, Chennai: (From May1, 2008 – To August 6, 2008)***

Designation: HR Executive.

- ✓ Interview to the candidates.
- ✓ Putting appointments to the employer and candidates.
- ✓ Checking the suitable candidates for the suitable job.
- ✓ Updating the candidate status.
- ✓ Maintaining the register.

***Hotel Green Park: (From February 5, 2007 –April 28, 2008)***

Designation: Front Office Executive.

- ✓ Allocation of guest rooms
- ✓ Handling guest complaints.
- ✓ Responsible of guest satisfaction.
- ✓ Maintaining the registers.

**Education:**

Master of Business Administration – HR & Finance : 2010 to 2012  
*St.Peters University, Chennai*

Bachelor of Business Administration  
*St.Alagappa University, Chennai*

Advance Diploma in Catering and Hotel Management  
*Sisi Govt of India, Chennai*

**Project done:**

A study of employee training method in SRF Ltd in Manali, Chennai. A study of workplace stress in NCGL in Anna nagar, Chennai.

**Industrial Exposure Training:**

Have completed 3 months Industrial training at Hotel Green Park in all department outlets from December 2006 to March 2006.

**Achievements:**

- ✓ Runner-up for BULLS & BEARS competition at DG VAISHNAV College.
- ✓ Has been a Nominee for Grooming for the following months (March, June, September 2007 & March 2008) of Hotel Green Park, Chennai.
- ✓ Participated in Market attack, Best manager, business quiz, Treasure hunt.
- ✓ Elected as student coordinator.

**Personal Details:**

**Name** : **Mrs. SIBI BABU**  
**Date of birth** : **26-03-1987**  
**Marital Status** : **Married**  
**Languages known** : **Tamil, English, Malayalam**  
**Mother Tongue** : **Malayalam**

**I hereby declare the above mentioned information's are true to the best of my knowledge.**

**PLACE: COIMBATORE**

**DATE:**

**SIBI BABU**