

Mobile: +91 9884009691

E.Mail: inbasudha.emba@gmail.com



Resume of Dr. R. Inbasudha, DMS, Executive MBA,

A professional by education and technically skilled with 22+ years of hands-on experience in Administration. Well experienced in conceptualizing and implementing plans and objectives in sync with vision and mission. Strive to deliver productive results at the business front for the progress of the Organization and sustaining the dynamic administration. Endeavor to maximize the revenue within the resources available. Expertise in analyzing through MIS and drawing out plans to provide critical inputs for better production and an excellent coordinator for best performance result. A self-motivated and committed personality to continuously learn. Have passion for innovative technology and keep updating.

Skills Summary

HR-Generalist and Administration, HR-Recruitment process, Organizational Development, Trainer, Monitor and Control Operations under one desk, Studying the growth of organization through Management Information Services (MIS) with MS Excel, Controls Material supply management, Purchase Management, Team Building, Handling Appraisals, Training skill set, Staff disciplining, Organizer of all Events (Internal & External) of Programs on community outreach and public awareness by being an excellent coordinator. Besides these skilled at designing using Canva software and at digital marketing.

Personal Strength

Leadership Quality, Good communication, Problem solving skills, Employees grievances handling, Creatively Organizing Office functions.
A successful entrepreneur person with the ability to handle multi tasks at the same time.

Academic Qualification

DMS: Doctorate in Management Studies form ISBM (Indian School of Business Management)

EMBA (HR)-21st June 2013, Indian School of Business Management, Pune

PGDHRM (HR) – July 2008 – June 2009(Institute of Human Behaviors Development, Bangalore)

PGDHM (HM) – July - Aug 2005 (Institute of Human Behaviors Development, Bangalore)

B.Sc (Home Science) – June 1980-April 1983 (Fatima College, Madurai University)

Skill Sets: MS Word, MS Excel, MS ppt. Canva software, Supply Chain Management, To organize Online classes and conferences.

Experience Summary

Nov 2011 – Till Date	InuAid Solutions Private Limited, Vice President Operations and Analytics
Nov2011- Aug 2021	Sri Ramachandra University, Manager Administration.
Jan 2010 to Nov2011	M. N. Eye Hospital, Chief Executive Officer
Nov. 2008 – Jan.2010	TRS Forms & Services Pvt. Ltd. (BPO), Senior Manager HR & Admin
Dec2006-Oct 2008	Jesus Calls Ministries, Back Office-Team Head
June 2006 – Nov 2006	Jesus Calls Ministries, An Honorary Prayer Warrior
Jan 2006 - May 2006	Vetri Management Pvt. Ltd. (BPO), HR Manager
June2005 to Dec 2005	IQ international – Services Pvt. Ltd. (BusinessTranscription-15seaters), HR Manager
June 1999 to May2005	NET-LOG (Placement Consultancy), HR Manager

Multi Tasked Administration Strength with Technical Knowledge:

- Structure systems for the Organization,
- Formulate the HR Policy, Leave Policy, Travel Policy and Appraisal System to study and develop the staff standard.
- Plan, Develop, Manage and Control the Company/ Organization Norms.
- Pay Roll System under control
- Orientation / Induction process responsibility.
- Create system for facility maintenance, Equipment and Materials management on daily basis.
- Guide in ISO 9001:2000 Certificate and in NABH process.
- Strengthen the base for the front look of the Business Development. Identify training needs through analysis to standardize the team Arrange / conduct soft skill trainings at regular intervals.
- Prepare the MIS records for OP census, Services Records, Equipment Maintenance, Treatment Record, Inventory records and Raise Purchase requisition on analysis. Study reports, analyze and plan for betterment.
- Using MIS skill set minimize the cost expenditure, right size the employees at all levels and able to draw future plans of the organization.
- Hospital service systemized.
- Handle employee grievances for a peaceful working atmosphere to improve Employee Relation & Retention.
- Study the performance of staff at various levels annually with 360 degree appraisals
- Creative to do Digital Designing for Marketing and reach outs

Further details will be provided on discussion

Personal Data

Name: R. Inbasudha

Father's Name: Late.M.V.M.S. Rathinasabapathy Nadar
(SUSEE Auto & SUSEE SALT –Tuticorin
SUSEE Engineering & Automobiles P. Ltd. - Tirunelveli)

Marital status: Married

Children: 1-Girl –B. Arc, Architect- Specialized in Bamboo construction
1-Boy –M.Ec(Aus)Economist- M.S (Italy)

Address Plot No. 3, Flat No.E, 2nd Floor, Obel Pride,
Krishnaveni Nagar, Mugalivakkam,
Chennai – 600 125

D O B : 27 / 6 / 1961

Language: English & Tamil.

Personality: Leadership Quality, pleasing mannerisms, God fearing habits and
good communication skills.

References: Will be provided on request

*Yours Truly,
Inbasudha. R*
