

SUJI K CHANDRAN

'Kavya', GKRA NO-20, G. K Gardens, Vallakkadavu P.O, Trivandrum-695008

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OBJECTIVE

To work with the team that provides an ample opportunity for learning and to hone management skills while contributing my best for the organization growth and success

PROFILE SNAPSHOT

- More than 2.4 years of experience in Recruitment & Sourcing, Administration & people management.
- Proficient in managing recruitment process including sourcing, screening, short listing candidates, co-coordinating interview till joining formalities.
- Administrative professional with progressive experience supporting senior level executives and board members in areas such as project coordination, meeting and event planning and time management
- Holds the distinction of designing training modules
- Proven ability to manage multiple projects in a fast paced work environment
- Fosters positive relationships internally across all levels of management and externally with clients and business professionals.

AREAS OF EXPERTISE

- Recruitment
- Induction training for new joiners.
- Administrative Planning and Coordination
- Adept at taking up new responsibilities
- Detailed Event Coordination

CAREER PROFILE

*Datamatica

HR Executive

Nov 2013 – present

Key Deliverables

- Managing internal recruitment.
- Man power planning & support compensation benefits.
- Managing and maintaining staff personal records.
- Performance Management.
- Managing, implementing and deploying new business process

- Coordination of employee engagement activities.
- Provide administrative support to the Director
- Developing & maintaining MIS reports & activities.
- Administration budget maintenance and approval, attendance & leave management.

***Ahalia Foundation Eye Hospital**

Coordinator

Jan 2012- June 2013

Key Deliverables:

- Providing administrative support & handling day-to-day operation
- Serve as liaison between medical staff, department heads and governing boards
- Drafting and interpreting regulations and dealing with queries and complaints procedures
- Using information systems and preparing reports and statistics for internal and external use
- Purchasing goods and equipment, as required and processing invoices
- Supervising & mentoring staffs
- Liaising with partner institutions, other institutions, government departments.
- Organizing and facilitating a variety of educational or social activities
- To coordinate the actions of all departments and ensure they function as one
- Organizing and maintaining files
- Recruiting of doctors, nurses, interns and assistant administrators
- Conducting and coordinating employee evaluations.
- Patient care
- Handling enquires

QUALIFICATIONS

- **MBA in (HRM)** from P.A. College Of Engineering, Mangalore under VTU University with 70.78% in the year 2010.
- **B.Tech (AE & I)** from LBS Institute Of Technology For Women, Thiruvananthapuram, under Kerala University with 68% in the year 2007

ACADEMIC PROJECT

Completed project on “STUDY ON INDUCTION PROGRAM” – NeST Software, Trivandrum.

PERSONAL DETAILS

Date of Birth	01 April, 1986
Nationality	Indian
Interest & Hobbies	Music, dance
Languages known	English, Malayalam, Hindi , Tamil