**SUJI K CHANDRAN**

**‘Kavya’, GKRA NO-20, G. K Gardens, Vallakkadavu P.O, Trivandrum-695008**

**E-mail:** [**suji\_kc123@yahoo.co.in**](suji_kc123@yahoo.co.in%20%20)  **; Mobile no: 9895953735 Tel no: 0471-2457849**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 yearsof 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 joinees.
* 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 |