

SUJATHA SURESH

W/O. Suresh Venkataraman. Al Muwailah, Near National Paint, Sharjah, UAE
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PROFESSIONAL PROFILE

- Admin & HR executive with 6 years of experience (4 Years in India & 2 years in UAE) preparing database and reports and maintaining utmost confidentiality.
- Possess comprehensive knowledge of Microsoft office (Word, Excel and Power point).

ACADEMIC QUALIFICATION

- **Master of Business Administration [Human Resource Management]** in University of Madras, Tamil Nadu, India
- **Under Graduation in Mathematics [B.Sc]** in University of Madras, Tamil Nadu, India

KEY ACHIEVEMENTS

- Best Performer award in Medall Health Care Pvt Ltd for my work performance.
- Achieved Zero Percentage compliance in Hindustan Unilever Ltd – Water Division
- Achieved department target revenue in the year 2013-14 in CIPET

PROFESSIONAL EXPERIENCE

AL NAWRAS FACTORIES MACHINES.EQUIP. SPARE PARTS TR. SAJJA, UAE

ADMIN EXECUTIVE, January 2017 – February 2019

- Coordinate and organized daily administrative operation.
- Preparing quotations, invoices, reports, memos, letters, financial statements and other documents using word processing, spreadsheet and presentation software.
- Coordinate and maintain monthly attendance reports.

CIPET, CHENNAI, INDIA (THROUGH i2i VENTIURES)

HR & ADMIN EXECUTIVE, December 2012 - October 2014

- Taking Care of daily operation of the department
- Assist the Department Chief Manager in overseeing and ensuring events and functions are organized and carried out accordingly.
- Handling joining formalities. Collecting required documents and verify them.
- Data base maintenance both in soft copy & in hard copy. Maintaining proper filing
- Preparing Daily & Monthly Reports and send to Top management.
- Attendance Maintenance, checking & salary process. Stock Maintenance.
- Maintaining Employee details. Preparing cash vouchers & cheque vouchers
- Coordinate and preparing daily and monthly revenue reports.

MEDALL HEALTH CARE PVT LTD, CHENNAI, INDIA**ADMIN EXECUTIVE, April 2011 - November 2012**

- Maintaining TAT for all the reports & Tests
- Coordinate and organized daily administrative operation of the department.
- Update the required details in software [ATTUNE]
- Data's preparing & analyzing. Sending Daily & Monthly reports.
- Proper maintenance of NABL Records
- Other Administrative works as and when required.

HINDUSTAN UNILEVER LTD(WATER DEVISION), CHENNAI, INDIA**HR COORDINATOR, March 2009 - April 2010**

- Responsible for organizational employee data which is extremely sensitive and confidential.
- Handling Joining formalities of the employees all over India for Hindustan Unilever Ltd.
- Tracking joining kits, verifying certificates & Documents.
- Managing "Deputy Information System Control" (DISC .net) a HR system which is used to maintain employee's information and others such as Hiring, Appraisals, Job Details, Transfers, Attendance Punching.
- Coordinate and verify with respective consultancies issued Appointment letters, ID Card, ESI & PF benefits to the employees
- Preparing and sending Daily Reports, Monthly Reports & Dashboards to all ASM, RSM, HRM
- Handling Compliances regarding ID Card, ESI & PF

ADDITIONAL QUALIFICATION

- ❖ Honours Diploma in Computer Applications (HDCA)
- ❖ Type writing – English (Lower & higher with First Class)
- ❖ Proficient in Mircrosoft Office (Word, Excel & Powerpoint)

PERSONAL DETAILS**PERSONAL DETAILS**

Marital Status	:	Married
Date of Birth	:	24 th July 1986
Languages Known	:	English & Tamil
Passport Number	:	L8183835
Place of Issue	:	Chennai, India
Date of Issue	:	04/04/2014
Date of Expiry	:	03/04/2024
Visa Type	:	Husband's sponsorship