CURRICULUM VITAE

 

NIMITHA SUNNY

Sharjah-UAE

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**OBJECTIVE:**

Seeking for a leading position in the fields of Human Resources and Administration in a progressive company in order to maximize efficiency of employees and stimulate growth of the company through proactive effort, excellent time management, and coordination skills.

**JOB EXPERIENCES:1.5Years +**

1. **ARBRIT TECHNICAL SERVICES LLC** – Dubai is a privately owned manpower supply and safety training company

 **Duration** : January 2018 to November 2018

 **Designation** : **HR Coordinator / Recruitment Officer**

 **Client Site**  : HospHead Office – Administration

* Assisted General Manager.
* Prepared HR documents.
* Recruited Employees based on clients requirements.
* Evaluates applicants by discussing job requirements and applicant qualifications with managers; interviewing applicants on consistent set of qualification
* Attracts applicants by placing job advertisements; contacting recruiters, using social media sites
* Determines applicant requirements by studying job descriptions and job qualification.
* Conducted Induction classes
* Recording, maintaining and monitoring attendance to ensure employee punctuality
* Assisted in visa processing.
* Collected time sheets and assisted in preparation of salary statements.
* Maintained HR records such as employees documents.
* Prepared offer letters.
* Maintained leave records.
1. **LISIE HOSPITALS- Cochin-Kerala, India** a privately owned tertiary referral hospital and one of the largest in Cochin. It handles 50,000 outpatients and 7,000 inpatients every year.

 **Duration** : May 2017 to Aug 2017

 **Designation** : **HR Administration Executive**

 **Client Site**  : Head Office – HR Administration Team

**Job Profile**

* Assisted HR Manager
* Maintaining HR records, such as those related to compensation, health and medical insurance.
* Communicating and explaining the organization's HR policies to the employees
* Assisted in preparation of salary statement
* Recording, maintaining and monitoring attendance to ensure employee punctuality
* Preparing letters such as offer and confirmation
* Developed and implemented new IT standards in existing projects – Implemented various quality control measures to ensure highest quality standards.
1. **LITTLE FLOWER HOSPITAL& RESEARCH CENTER-Kerala, India –** is an 1100-bed multi-specialty [hospital](https://en.wikipedia.org/wiki/Hospital)with  regional referral unit for [Ophthalmology](https://en.wikipedia.org/wiki/Ophthalmology), trauma and General Surgery.

 **Duration** : August 2015 to April 2017

 **Designation** : **Administration Management trainee**

 **Client Site**  : Head Office – Hospital Administration

**Job Profile**

* Evaluates, plans and directs activities of the organization.
* Plans and allocates resources to ensure agency policies and state statutes are fully implemented.
* Supervises subordinate personnel including: determining workload and delegating assignments, training, monitoring and evaluating performance, and initiating corrective or disciplinary actions.
* Develops and coordinates plans and policies, resources, and mission as well as goals, vision, and expectations of agency or program; prepares and updates plans and priorities.
* Sets goals, establishes priorities, manages resources, develops concepts and approaches, reviews projects progress and results; makes management decisions.
1. **RUBY HALL CLINIC, Pune - India**is a prominent hospital with 750-bed [hospital](https://en.wikipedia.org/wiki/Hospital) facility with a staff of 300 consultants, 650 panel [doctors](https://en.wikipedia.org/wiki/Physician) and 1500 [paramedical](https://en.wikipedia.org/wiki/Paramedic) staff and NABH accredited.

 **Duration** : April 2015 to June 2015

 **Designation** : Staff Nurse in private VIP ward

 **Client Site**  : Hospital Nursing Wing

**PROFESSIONAL SKILLS:**

* Responsible for developing innovative policies and procedures for the organization
* Monitored and supervised the daily operations of medical care unit
* Handled the tasks of implementing plans for health programs, services and quality initiatives
* Prepared daily report of the staff
* Handled the tasks of generating health services and medical programs for rehabilitation, research and community health services
* Responsible for recruiting, hiring and evaluating the performance of medical staff
* Analyzed and reviewed the activities of health care staff as well as improved the utilization of services
* Handled financial operations like planning budgets and authorizing expenditures according to the requirements
* Coordinated in the activities of nursing, clerical, technical and mobile unit

Performed other administrative tasks as per requirements.

**Computer Skills** -MS Word, MS Excel, MS PowerPoint, MS Outlook, Team viewer, Microsoft 365- Worked on Focus ERP Basics and HRM Solutions

**ACADEMIC BACKGROUND**

|  |  |  |  |
| --- | --- | --- | --- |
|  Qualification |  College | University / Board | Period |
| **MBA in Hospital****Administration** | LIMSAR College, Angamaly, Kerala,India | Kerala University of Health & Sciences | 2015 - 2017 |
| **Bsc. Nursing** | Fr. Muller’s College of Nursing, Mangalore | Rajiv Gandhi University of Health & Sciences | 2010 - 2014 |
| **Higher Secondary****Education** | St Mary’s Higher Secondary School, EKM, Kerala | Board of Kerala State Higher Secondary Education | 2008 - 2010 |
| **High School Edu.** | MGPS School, Kerala | CBSE | 2008 |

**ACADEMIC PROJECTS:**

**Masters of Hospital Administration (MHA)-2015 to 2017**

* A study to assess the Leadership Quality in Nursing Department and Organizational commitment of employees under them in Lisie Hospital, Ernakulam
* A study to assess the expectation and perception of the employees regarding the Human Resource Management practices in Medical Trust hospital, Ernakulam.

**ACHIEVEMENTS**

* Joint Secretary of the student Nursing Council committee in Fr. Muller College of Nursing in the year 2012-13.
* Coordinated college fest in the year of 2012-13
* Editorial board member of college magazine in the year 2013-14

**CONFERENCES ATTENDED:**

* Participated National conference on “MODERN TRENDS IN HOSPITAL MANAGEMENT AND PATIENT SAFETY” organized by LIMSAR College, Angamaly
* Participated State conference on ‘REDUCE MATERNAL & INFANT MORTALITY - MIDWIVES ACT NOW’ organized by FrMullers Medical College, Mangalore
* Participated National conference on ‘SILVER LINING IN NURSING’ organized by Fr. Mullers Medical College, Mangalore

**PERSONAL PROFILE:**

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| --- | --- |
| Husband’s Name | : Sonu John Cherian |
| Date of Birth | : 10th March 1992 |
| Marital Status | : Married |
| Linguistic Proficiency  | : English, Hindi, Kannada & Malayalam |
| Passport No. | : P4117007 |
| Permanent Address | : Yusaf building block B, Muweliah, Sharjah |

**REFERENCES:**

Ms. Anise Vijakumar- Sales Manager \_ArbritTechnical Services LLC

Mob: 0589835571

**DECLARATION:**

I hereby declare that the information furnished above is true to the best of my knowledge.

 **Date : 29-04- 2019**

 **Place : Sharjah (NIMITHA SUNNY)**