

## **Sumi Mathew**

Deira Dubai

Mobile: 00971-552683436

sumi.mathew1983@gmail.com



### **CAREER OBJECTIVES:**

To obtain a Senior Position where more than 8 years of domestic and global experience conceptualizing ideas, seizing opportunities, building operations, leading highly successful new business relations initiatives; proven record of successful customer service management, detailed expertise in international operations/ administrative management industries and technical skills.

### **CAREER SUMMARY:**

- A qualified **HR/Admin./ Recruitment/ Gen. Administrative** professional (**B. Com, MBA**) with **8 years** of extensive **experience** including 4 years Gulf experience in reputed Companies.
- Worked as **Executive Secretary Cum HR & Gen. Administrator** in **Lansea Electro mechanical LLC, Dubai, UAE,** a reputed service provider in **Oil & Gas Industries in UAE.**
- Worked extensively with **Directors/GMs/ Dept. Heads and Project Managers** and partners with other managerial personnel to gain understanding of projects/department strategies to determine HR Strategies and objectives to achieve Organizational Goals.
- Industry experience is in **Oil & Gas Construction, Logistics, Information, Hospitality, Retail and Marketing & Sales.**
- Worked in the managerial category of three leading companies in India.

### **CORE COMPETENCY AREAS:**

- HR & Gen. Administration Management
- Welfare & Facility Management
- Client Relationship Management
- Purchase & Procurement Management

### **EMPLOYMENT HISTORY:**

1. Worked with **SVK Information Technologies Pvt Ltd** as an **HR Manager** from Sept 2018 to Sept 2019.

#### **Duties and Responsibilities:**

- Set objectives for the HR team and track progress.
- Design and implement company policies that promote a healthy work environment.
- Develop compensation and benefits plans.
- Support and suggest improvements to the entire recruitment process.
- Host in-house recruitment events.
- Discuss employees' career development paths with managers.
- Monitor HR metrics (e.g. turnover rates and cost-per-hire).
- Review departmental budgets.
- Organize learning and development programs.

- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Bridge management and employee relations by addressing demands, grievances or other issues.
- Manage the recruitment and selection process.
- Support current and future business needs through the development, engagement, motivation and preservation of human capital.
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.
- Nurture a positive working environment.
- Oversee and manage a performance appraisal system that drives high performance.
- Maintain pay plan and benefits program.
- Assess training needs to apply and monitor training programs.
- Report to management and provide decision support through HR metrics.
- Ensure legal compliance throughout human resource management.

2. Worked with **BHARAT INSTITUTION OF ENGINEERING AND TECHNOLOGY** as an **HR Manager** for the period of 1 year (Sept 2017 – Sept 2018)

**Duties and Responsibilities:**

- Maintain the work structure by updating job requirements & job descriptions for all positions.
- Maintain organization staff by establishing a recruiting, testing and interviewing program counseling managers on candidate selection, conducting and analyzing Exit Interview, recommending changes.
- Ensures planning, monitoring & appraisal of employee work result by training managers to coach & discipline Employees, scheduling management conferences with employees, hearing & resolving Employee grievances, counseling Employees & Supervisors.
- Maintain management guideline by preparing updating & recommending Human Resource Policies & Procedures.
- Maintain historical Human Resource records by designing a filing & retrieval system, keeping past & current Records.
- Complete Human Resource operational requirement by scheduling & assigning Employees, following up on work Results.
- Maintain Human Resource by recruiting, selecting, orienting and training Employees.
- Maintain Human Resource staff job results by counseling & disciplining Employees, Planning, Monitoring & appraisal job results.
- Contributes to team efforts by accomplishing related results as needed.
- Screening Resumes.
- Performing in person and phone interviews with Candidates.
- Administering appropriate company assessment.
- Performing reference and background checks.
- Following up on the interview process status.
- Coordinating interviews with the hiring Managers.
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved.

- Communicating employer information and benefits during screening process.
  - Serving as a Liaison with area Employment agencies, colleges and industry Associates.
  - Completing timely reports on Employment activity.
  - Conducting Exit Interview on terminating Employees.
3. Worked with **LANSEA ELECTROMECHANICAL WORKS LLC DUBAI** as an Executive Secretary cum HR Generalist for the period of 4 years (Sept 2013 to Aug 2017)

**Duties & Responsibilities:**

- Organize work by reading and routing correspondence; collecting information; initiating telecommunications as directed by managing Director.
- Maintain department schedule by maintaining calendars for department personnel; arranging meetings, conferences, teleconferences, and travels.
- Complete requests by greeting customers, in person or on the telephone; answering or referring inquiries. Handle incoming mail and other material.
- Maintain customer confidence and protect operations by keeping information confidential.
- Prepare reports by collecting information and Secures information by completing database backups.
- Contribute to team effort by accomplishing related results as needed.
- Prepare and manage correspondence, reports and documents.
- Maintain schedules and calendars and arrange & confirm appointments.
- Communicate verbally and in writing to answer inquiries and provide information.
- Provide advice and help employees to understand and implement approved HR policies and procedures.
- Supervise daily HR tasks like compile and analyze data, monthly reports, staff attendance, transport of staff, prepared inquires for medical insurance and travel tickets. Arrange appointment with different recruitment agencies, handled their correspondence.
- Coordinate with all departments to assist in identifying their staff needs and also process employment application.
- Maintain daily Attendance and leave record and send an updated mail to the management.
- All Administration and logistic work will be taken care.
- Handling all Recruitment, Everyday reports to be given to the Director.
- Handling almost 1000 employees and check their Expiry of the Visa, Emirates ID, Labor Contract, Medical Insurance, Transportation etc.
- Approving the Annual Leaves, Sick Leaves, Attendance, Emergency Leave, Leave Salary of the Employees.
- Participate in the interview process, functions and assisted in coordinate the schedule of interviews with department/ section heads to provide a smooth transition.

- Coordinate arrangement of Visa, Employment and immigration procedures with PRO
  - Maintain a high degree of confidentiality, when dealt with applicants and employee matters relative to the HR functions.
  - Arrange trips for Senior Management like directors, CEO and also for the new hire employees.
  - Did necessary arrangements for employees upon Visa and Passport expiry.
4. Worked with **KALPETTA JANAKSHEMA MARUTI CHITS HYDERABAD** as an HR Manager for 1 year (Jan 2011 to Jan 2012)

**Duties & Responsibilities:**

- Drive strategic work force planning.
  - Set Simple & performance driven compensation strategies & compensation policies.
  - Identify rich recruitment sources & utilize the full recruitment potential of the organization.
  - Develop top talents & focus the investment of training funds.
  - Build the friendly cooperate culture & drive the engagement.
  - Preparing staff's offer letter, contracts, appointment Letters.
  - Maintaining Personal Files.
  - Issuing of Salary Slips to the employees when required.
  - Coordinating with Bank regarding client bank statement.
  - Providing Visa renewal of Expat Staff.
  - Maintain B Card
  - Preparing Clients Agreement.
  - Coordinating with the finance company team.
  - Overlooking the payment of the client and overlooking the debtors.
  - Issuing the Cab chits (Partial amount to the client as per there requirements).
5. Worked in **M/S MODI BUILDERS, HYDERABAD INDIA** as an Assistant HR Manager/ Administration for the period of 1 year (Nov 2009 to Dec 2010).

**Duties & Responsibilities:**

- Answering Employees questions.
- Processing Incoming mails.
- Creating & distributing documents.
- Providing customer services to organization Employees.
- Serving as a point of contact with benefit vendors/ Administration.
- Maintaining computer system by updating & entering data.
- Setting appointments & arranging meetings.
- Maintaining Calendar of HR Management team.
- Compiling reports & spreadsheets & preparing spreadsheets.
- Posting job ads & organizing resume & Job Applications.
- Participating in Recruitment Efforts.
- Scheduling job interviews & assisting in interview process.
- Orienting new employees to the Organization (Setting up a designated log-in, workstation, email Address etc.)

6. Worked with **M/S ORACLE (P) LTD HYDERABAD INDIA** as an Executive Administrator for the period of 1 year (Aug 2008 to Sept 2009).

**Duties & Responsibilities:**

- Develop administrative staff by providing information, educational opportunities and experiential growth opportunities
- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Order office supplies
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Provide information by answering questions and requests
- Contribute to team effort by accomplishing related results as needed
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Organize travel arrangements for senior managers
- Write letters and emails on behalf of other office staff
- Book conference calls, rooms, taxis, couriers, hotels etc.
- Cover the reception desk when required
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Take accurate minutes of meetings
- Coordinate office procedures
- Reply to email, telephone or face to face enquiries
- Develop and update administrative systems to make them more efficient
- Resolve administrative problems
- Receive, sort and distribute the mail
- Answer telephone calls and pass them on
- Manage staff appointments
- Oversee and supervise the work of junior staff
- Maintain up-to-date employee holiday records
- Coordinate repairs to office equipment
- Greet and assist visitors to the office
- Photocopy and print out documents on behalf of other colleagues

7. Worked with **DELL INTERNATIONAL HYDERABAD INDIA**, as a Logistics/Admin Executive for the period of 3years (Jan 2005 to July 2008)

**Duties & Responsibilities:**

- Receiving the schedule mails from CCODS and SPOCS.
- Scheduling them according their shifts in TMS Schedule format.
- Maintaining the house keeping related works.
- Coordinating with the supervisor and with different vendors dispatching the item on a timely basis.
- Ensures the Board of Directors room is ready for use without any hassle.
- Ensure the projectors are checked and ready for use for any meetings.
- Need to make sure the candidates are given all the facilities especially for ladies, security will be provided in the Night hours.
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies

**EDUCATIONAL QUALIFICATION:**

<b><u>Year of Passing</u></b>	<b><u>Qualification</u></b>	<b><u>Specialization</u></b>	<b><u>School/College</u></b>	<b><u>University</u></b>
<b>2014</b>	<b>MBA (HR)</b>	<b>Human Resource</b>	<b>Jaro Education Center</b>	<b>Ulyanovsk State University Russia</b>
<b>2005</b>	<b>B.Com</b>	<b>Commerce</b>	<b>Little Flower Degree College</b>	<b>Osmania University, Telangana</b>
<b>2002</b>	<b>Intermediate</b>	<b>Mathematics, Physics, Chemistry</b>	<b>Little Flower Junior College</b>	<b>Osmania University, Telangana</b>

**LINGUISTIC PROFICIENCY** : English, Hindi, Malayalam and Telugu

**COMPUTER LITERACY** : MS Office, Accounting Package, FoxPro

**PERSONAL DETAILS:**

Date of Birth : 19<sup>th</sup> April 1983

Nationality/Passport No : Indian/S9244760

Hobbies : Listening to music and playing badminton

Gender : Female

Marital Status : Married

**REFERENCES**

: Will be furnished on demand