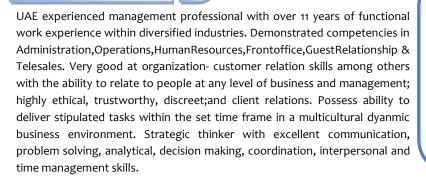


SANDHYAA RAKESH Admin & HR Management Professional Mobile: +91-8978155951 /Whats App: +971-525427599

### E-mail: sandysans656@gmail.com

### **PROFILE SUMMARY**



#### **STRENGTHS**

- ✓ UAE experienced professional
- ✓ Expertise in Administration & HR
- ✓ Strict compliance with set policies
- ✓ Capable to meet tight deadlines & targets
- ✓ Excellent numerical & analytical expertise
- ✓ People Management & team building skills
- ✓ Service Driven-Highly Motivated-Dynamic
- Adept in customized accounting software

## **QUALIFICATIONS**



**EMBA in Hospital Administration,** ISBM ,Hyderabad

2018

Bachelor of Commerce, University of Karnataka

2016

### **CAREER SNAPSHOT**



Admin & HR Manager, SSG Consultancy services(HYDERABAD,INDIA)	Jan 2020 – Present
Admin & HR Manager, COLORLINE PRINTING PRESS & PEACOCK INT'L (AJMAN, U.A.E)	Feb2017 - Nov-2019
Assistant Manger-CRM FIRST HEALTH DIAGONISTIC CENTER (HYDERABAD, INDIA)	Jan 2015 – Jan 2017
Assistant Billing Executive, VIJAYA DIAGNOSTIC CENTER (HYDERABAD, INDIA)	Sep 2013 – Jan 2015
Team Leader - BPO ,AEGIS Pvt. Itd (HYDERABAD,INDIA)	Jan 2010 – Jan 2013

### **ACHIEVEMENTS**



- Gained comprehensive knowledge in understanding the entire flow of business, documentation needs and reporting.
- → Performed job excellently and continuously work towards achieving company objectives.
- Showed integrity and strong work ethics in keeping confidentiality in official records as well as flexibility in working well in cross-functional teams.
- Established managerial skills and attained proficiency in analyzing issues in the field of administration and HR operations.

## **PROVEN JOB ROLE**



#### As an Administrator

 Coordinating office activities and operations to secure efficiency and compliance to company policies and direct reporting to MD.

- Contribute to the overall development of first health diagnostics and its activities.
- → Supervising administrative staff and dividing responsibilities to ensure performance
- Managing agendas for upper management.
- Support the Managing Director in the preparation and presentation of reports, proposals, budgets and related activities
  in servicing and developing contracts and relationships with other vendors.
- Overseeing the migration of all direct communications to lower cost mediums such as SMS and email.
- Maintains the total Record of the company, and maintaining stock of materials and issues as per the requirement.
- Supports internal operational areas.
- Releasing Referral amount to Doctors monthly with doing statements and take caring of their calls.
- Organizing internal meetings attending them and taking minutes.
- ▶ Ensure necessary records are maintained that can readily provide current, accurate and accessible information.
- Order and maintain proper inventory levels of medications, controlled substances, diagnostics supplies, equipment's.

#### As Customer Relationship Manager

- Planning and delivering CRM strategies across the company encouraging customer retention and customer loyalty.
- → Handled Corporate Business Clients and taking caring of MOU between each other.
- Handling smooth way of dealing when comes to customers, also trying to provide best of the services with proper management and planning.
- → Working closely with all departments to ensure the CRM works effectively for all aspects of the company.
- Overseeing direct communications with customers through the CRM and encouraging customer retention and customer loyalty.

#### As Public Relationship Officer

- Planning, Developing and Implementing PR strategies.
- → Maintaining and Updating information on the organization's website
- Managing and Updating information and engaging with users on social media sites such as Twitter, Facebook and Linkedin
- Collaborate with internal teams (e.g. marketing) and maintain open communication with senior management
- → Edit and update promotional material and publications (brochures, videos, social media posts etc.)
- Organize PR events (e.g. open days, press conferences) and serve as the company's spokesperson
- Prepare and submit PR reports
- Manage PR issue

### As Manager HR

- → Plan and coordinate an organization's workforce to best use employees' talents
- → Link an organization's management with its employees
- Plan and oversee employee benefit programs.
- Coordinate and supervise the work of specialists and support staff.
- ♦ Oversee an organization's recruitment, interview, selection, and hiring processes
- Handle staffing issues, such as mediating disputes and directing disciplinary procedures &Salary Preparations.

# **IT SKILLS**

- Proficient in customized accounting packages: Tally Erp-9,
- Adept in MS Office (Word, Advance Knowledge of Excel, PowerPoint, Outlook), E-mail & Internet applications

# **PERSONAL DETAILS**



Nationality : Indian
Date of Birth : 22-Oct-1990
Marital Status : Married
Visa Status : Visit Visa

Languages : English, Hindi, Telugu, Malayalam & Tamil

Passport No : P 6657412

## **REFERENCE**



Will furnish promptly upon request.