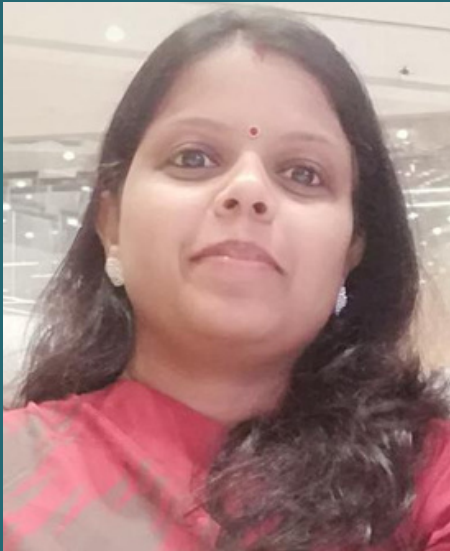


# SUREKHA MANIKANDAN

MANAGER HR



## ABOUT ME

A Human Resource graduate | People Oriented person with strong Communication and Interpersonal skills | Well-acquainted with HR Process | High skills on drafting organizational process oriented SOP

## CONTACT ME



906145 2584



surekha.manikandan@gmail.com

## SKILL

Payroll Management  95%

Policy Management  97%

Employee Management  95%

## CERTIFICATION

2014

**BLUE OCEAN ACADEMY, UAE**

Certified Human Resource Program-CHRP

## EDUCATION

2003-2005

**GURU JHAMBLESHWAR UNIVERSITY**

Masters in Business Administration- HR

2000-2003

**GURU GHASIDAS UNIVERSITY**

Bachelor degrees in Science

## EXPERIENCE

01/2022- till date

**NEOGENICS PRIVATE L LIMITED, Coimbatore**  
**MANAGER HR**

- Human Resource Planning, Hiring candidates for open positions.
- Design Workplace Policy and maintaining work culture
- Performance Management and grievance handling

08/2017-12/2021

**TABLEZ FOOD COMPANY, Kochi**  
**TEAM LEAD- HR BPMS**

- Managing on-boarding & off-boarding, release of offer letter, employee enrollment, payroll management, statutory management for PAN India operations
- Grievance handling.
- SOP Management for Global Operations

03/2010-08/2017

**LULU INTERNATIONAL EXCHANGE, UAE**  
**WPS Support Executive**

- SOP Management for Global operations.
- Payroll operations in UAE
- Company registration in WPS Portal
- Salary processing for companies under WPS

06/2003-08/2008

**KAIRALI FORD, Trichur**  
**Sales Admin Executive**

- Coordinating the same activities.
- Preparing the required documentation for new vehicle delivery
- Coordinating with management on the sales