

Ms. Sujatha Subramanian-Kazi

Mobile: 055-9190085

Email: spm.shruthi@gmail.com

Address: International City, Dubai,
UAE.



CAREER ABDRIDGEMENT

Team manager with progressive experience managing teams/employees working on projects, expertise in employee hiring & on boarding, performance management processes, salary review & planning, training & development, administrative support & management. Adept at client handling, sponsor and functional service provider model & achieving customer loyalty & satisfaction at all levels. Dependable and organized team player with the ability to communicate effectively and efficiently. Skilled at building relationships with employees across all levels of an organization. Proficient with MS office functions, email and office management.

PROFESSIONAL EXPERIENCE

Organization	Designation	Period
<u>UAE – Dubai</u>		
Bahmani Manufacturing & Industrial trading LLC.	HR Assistant	Aug 2020 - Present
Mediclinic Hospitals	Training coordinator	Mar 2020
The Camel Soap Factory LLC. Dubai UAE.	Operations/Admin & front office assistant	Oct 2019 - Nov 2019
<u>India (Mumbai, Chennai)</u>		
IQIVIA - Mumbai	Manager, Centralized Monitoring Services	Nov 2018 - Apr 2019
IQIVIA - Mumbai	Associate Manager, Clinical operations	Mar 2016 – Nov 2018
MMS Holdings (Freelancing)- Mumbai	Lead Data Manager -CDM	Jun 2015 - Feb 2016
ICON Clinical Research – Chennai	Assistant Manager- CDM	Dec 2012 - Apr 2014
Pharmanet Clinical Services Pvt Ltd- Mumbai	Data Analyst – CDM	Jul 2010 - Nov 2012
i3 Statprobe (United Health Group)	Clinical Data Coordinator- CDM	June 2007 – June 2010
Pfizer Ltd	Senior Associate, Data acquisition, Records management & administration.I	Oct 1999 - May 2007
Indian Express Newspapers (BOM) Ltd.	Secretary – Space marketing	July 1997 - Sept 1999
Alpic Finance Limited	Secretary/Front office Assistant	Jan 1997 - June 1997

CURRENT PROFILE & EXPERIENCE

❖ **Bahmani Manufacturing & Industrial Trading LLC :**

- Generalist HR functions which include direct reporting to the HR Manager/specialist, employee data, recording and updating Human resource information
- Ensure human resource data is recorded and maintained as per legal requirements and company policies & procedures
- Complete monthly/year end reports in a timely basis.
- Prepare employee payroll and attendance recording.
- Employee time keeping, leave management, leave salary processing, End of service/final settlement and over time reporting & processing.
- Visa processing – ensure all renewals, medical applications, EID application, visa cancellations are done in a timely manner. Handling of MOHRE & Immigration portal
- Tracking and maintaining of employee insurances including renewal and cancellation and coordination with insurance agencies.
- Ensuring offer of employment, termination, role changes/updates is taken care of and up to date with all information & record
- Liaise with accounts and other departments/ divisions for any matters related to HR function.
- Participating in any team meetings as & when required, and assisting immediate manager with HR related offers, letters and correspondence.
- Completing all other miscellaneous activities as assigned by the HR Manager

❖ **Mediclinic Group of Hospitals :**

- Training coordinator for Mediclinic group of hospitals – Day to day administration work which also included certification generation from the system, ensuring all training certificates are in order, with all the accurate information. Sharing certificates with the participants in a timely manner.
- Ensuring all daily monthly trackers are completed and presented to the Manager – Clinical education department.

❖ **The Camel Soap Factory LLC. :**

- Work closely with the operations manager to oversee daily business operations.
- Assist CEO with all secretarial tasks, filing, archiving, calendar management, travel management, organizing and servicing meetings (producing agendas and taking minutes), logging or processing bills or expenses.
- Liaise with different departments to improve performance and work efficiency.
- Front office - records management, office supplies & management, petty cash handling.
- Liaising with clients & ensuring order timelines are met thereby meeting the external customer satisfaction.
- Handling walk-in customers at the factory, giving product information/rates & product packaging.
- Planning, scheduling and promoting corporate events, helping with talk groups when they are in office by welcoming them & giving them the right kind of information
- Logistics management of domestic & international packages.
- HR activities like maintaining employee files, visa processing and working on Insurance renewals for staff.
- Keeping a tab on new/old/renewal visa applications for employees and timely processing

PAST EXPERIENCE (INDIA)

- Team/people manager involved in people handling, training, Hiring, recruitment, on-boarding & office administration activities.
- Built a team of Clinical Analyst Support (CAS) which involved conducting walk-in drive events and campus/technical interviews, new joiner on-boarding, training/induction/orientation to systems for new joiners.
- Soft skill development for new employees, constructing job specific and role specific job descriptions for team.
- Career development for team - created a learning platform for the Central Monitor role so that employees can be pre-trained and can work on a dual role on the position
- Created & developed the BU-(Business Unit) training program for Mumbai location.
- Developed a dedicated SME team to ensure face to face training sessions.
- Analyzed resourcing needs for my team & ensured that we met with speed to billability metrics.
- Ensured all metrics were in place for my team each month (Productivity, quality & utilization metrics, monthly scorecard metrics).
- Worked on QC initiative for Clinical Analyst support, Central monitor Site etc.
- Conducted 1-1 meetings, quarterly conversations and designed a template for feedback mechanism with functional stakeholders for team.
- Conducted performance appraisal discussions and followed a thorough performance driven process to complete it successfully.
- Worked on applications like Workday, PeopleSoft, Oracle, Elara, Eclipse etc.
- Managed seat allocation, office setup, IT requirements for team & facilities
- Administration/Secretarial - office management wherein supported team, department as Admin secretary, Office manager in the smooth running of the business throughout my stint

Value Additions

- Clinical school of 3 weeks in IQVIA.
- New Manager on-boarding training.
- Workshop on interviewing – 2017
- LMRMs/MPRM meetings.
- GCP accreditation expert program – October 2016.
- Management essentials workshop – 2014.
- CRF imaging & regulatory document scanning – workshop attended in USA.
- GCP training in October 1999 & periodic GCP refresher courses as & when imparted.
- Team building workshops and study specific SOPs/trainings.
- Lead for various employee engagement activities and committees.
- Quintiles Hackathon event.
- Coordinated the RACE for 7 events for team – an event to support patients with RARE diseases.

AWARDS AND RECOGNITIONS

- “Main Hoon Na”award from IQVIA on Employee Appreciation Day. It translates into ‘ I Am ALWAYS THERE” awarded for dependability and functional presence in all areas of operations.
- BRAVO award from IQVIA for consolidating the CMS training plan
- Team award for excellent team work & coordination from Pfizer.
- Individual performance award in the year 2006 from Pfizer for taking over additional responsibilities and for effectively managing them without any adverse impact on deliverables.
- Annual Achievement Award for the year 2006 from Pfizer for excellent performance throughout the year.

PERSONAL DETAILS

Date of Birth : 11th June 1976
Education : BA in Economics – Mumbai University
Additional course : Davar’s secretarial course – Mumbai
Visa Status : Resident Visa on husband
sponsorship.
Languages known : English, Tamil, Malayalam, Hindi & Marathi

Reference:

Ms. Mariana Winsor
Operations Manager – The Camel Soap Factory LLC.
Dubai Silicon Oasis – Dubai

Contact number – 971 50 695 4716
