

## CURRICULAM VITAE

**Brincy.P.Chandran**

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### **CAREER OBJECTIVES**

- An astute result oriented professional with over 13 years of experience in Human Resource and currently working with leading and well known Hospital group in KSA as Human Resources Manager.
- A Positive Thinker & Efficient Communicator with a proven track record of consistently raising Retention, streamlining workflow, evolving effective operational procedures and creating a team work environment to enhance productivity.
- Notable interpersonal skills: extremely articulate with unique ability to relate to all level of management, staff and Management highly disciplined team player with drive for success and a keen hunger for charting new territories
- Recognized for outstanding work ethic, integrity, thoroughness and commitment to corporate goals
- Sound understanding of Internet as a research and marketing tool.

### **STRENGTHS**

- ❖ Hard Working, Innovative, good Communicational Skills.
- ❖ Straightforward, Self-Meditative and Receptive to Challenges.
- ❖ Competitive Aptitude & Problem Solving Skills.
- ❖ Fast Learning, Committed and able to work under pressure.

## EXPERIENCE

Working with Jeddah National Hospital (Jeddah- KSA) from 03-10-2010, as Human Resources Coordinator, Personal Service Specialist, Payroll Specialist, promoted as Human Resources Manager from July 2014 and still continuing

Compliance Resolution Executive with Idea Cellular Limited (Cochin) from 03-12-2007 to 31-08-2010  
(Service Delivery and Quality)

### Duties & Responsibilities – 2017 to Till Human Resources Manager

- Talent acquisition, recruitment, on boarding process, Orientations, Training and development
- Plans, develops and implements department policies and procedures and staffing Plans
- HR- Annual Budget Plan
- Responsible for Employer -Employee relationship and create a safe working environment
- Organizer and active member of Credentialing and Privileging Committee which includes (Credentialing and privileging process & Verification of credentials)
- Implements, maintains, and reviews payroll processing & ensure timely and accurate processing of payroll transactions including salaries, End of Benefits, Leave benefits and other deductions.
- Active member of various Quality Improvement Programs
- Develops an organizational chart for the department
- Develops and maintain organizational chart, mission of the department and its scope of services
- Plans, organizes, controls and directs operation of the department in accordance with JNH policies and procedures.
- Monitor HRD staff in the interpretation and application of human resources policies and procedures to ensure fair and consistent treatment of all employees

- Participate in the hospital long and short-term manpower planning according to hospital objectives.
- Evaluate and modifies employment policies and procedures to facilitate the overall HR process through the latest techniques and related literature.
- Oversees various personnel functions including, but not limited to hiring, performance appraisals, transfer, promotions and vacation & schedules.
- Evaluates performance of the HRD Staff to ensure smooth and efficient operation.
- Plans and supervises the new hire orientation program.
- Attends and participates actively in all meeting such as committees, departmental and any other as required.
- Active counterpart as Human Resources Director in CBAHI (Central Board Of Accreditation of Health care Institutions for Saudi Arabia ) accreditation survey conducted in the year of 2018 & 2021.

**Personal Service Specialist & HR Coordinator – Oct 2010 -June 2017**

- Employee grievances handling
- New employees personnel file creation and updation of existing files frequently with all necessary documents
- Passport expiry information to all employees before 6 months of expiry
- Sick leaves and absent details of all employees updation
- Yearly Increments of all employees
- House rent allowance and furnishing allowance to eligible employees
- Coordinating with other departments for various HR Activities
- Overtime calculation and cross checking
- Electronic contracts of employees
- Employee request's payroll processing
- Credentialing and privileging
- Verification of credentials process

**EDUCATIONAL QUALIFICATION**

<b>Education</b>	<b>University</b>	<b>Year of Passing</b>	<b>Percentage</b>
Bachelor Of Computer Applications	MG- UNIVERSITY KOTTAYAM	2003	64
MBA- HR MANAGEMENT	MG- UNIVERSITY KOTTAYAM	2007	58
<i>Additional</i>	<i>Diploma In Data Management</i>		
	<i>SHRM- Pursuing</i>		

**TECHNICAL QUALIFICATIONS**

Compute Knowledge: C, C++, JAVA. MS –Office, MS-Excel, Internet .

Professional diploma in Data Management

**PERSONAL DETAILS**

Name : Brincy Pushpa Chandran  
Father's Name : Chandrasenan  
Date of Birth : 28-04-1983  
Gender : Female  
Matrimonial Status : Married  
Nationality & Religion : Indian – Hindu  
Proficiency in Language : English, Hindi, Arabic, Malayalam

**Declaration:** I hereby declare that the above said information is true and correct to the best of my Knowledge.

*Signature of the Candidate*

**Brincy P Chandran**