



SUKANYA SABU

HR Executive

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CAREER OBJECTIVE

Resilient HR and Admin Executive with two years exposure to the organisation. Efficient in maintaining office confidential files and documents, Knowledge on HR Documentation based on Hospital Accreditation (NABH) standards, organising and coordinating training for the staff and recruitment process.

ACADEMIC QUALIFICATION

QUALIFICATION	INSTITUTION	BOARD/ UNIVERSITY	YEAR OF PASSING	PERCENTAGE or CGPA
MBA (in HR and Operations)	MACFAST College	MG	2019-2020	76%
BBA	Sree Narayana College	MG	2017-2018	8.33
12 th Level	Syrian Jacobite Public School	CBSE	2014-2015	65.8%
10 th Level	Amrita Vidyalayam	CBSE	2012-2013	7.8

WORK EXPERIENCE

HR EXECUTIVE

Pushpagiri Medical College Hospital, Thiruvalla

Feb 2023 – till date

- Responsible for accrediting the Hospital with NABH standards.
- Core function is to maintain employee personal files confidentially and ensure meeting the national accreditation standards.
- Organising new on-boarding staffs medical check-up, reference check and induction programme.
- Planning and coordinating training and induction programme for employees.

HR TRAINEE

Pushpagiri Medical College Hospital, Thiruvalla

Dec 2022- Jan 2023

- Assisting HR team of hospital in flawless functioning of the organisation.
- Handling attendance register of 200 employees and also there leave follow-up.
- Employee's data management periodically on Google sheet and Excel files and manual file keeping system.

BACK-OFFICE EXECUTIVE

George Maijo Yamaha, Kottayam

Feb 2022- Nov 2022

- Company software handling and updating sales and service data to the enterprise data management system.
- Monitoring email and on-site connectivity and timely reporting to higher authority.
- Maintaining contact with co-dealers and sub-dealers for smooth running of the organisation.

ADMIN EXECUTIVE

Paddle Business Consultancy, Ernakulam

Feb 2021- May 2021

- Maintaining company files, attendance register, and WhatsApp groups with 100% accuracy.
- Organising clients' weekly meetings online and offline and reporting minutes of meeting.
- Conducting monthly staff meetings, reviewing the progress and appreciating the talents for better outcomes.
- Supporting the staffs with appropriate online information on different industries for them to consultant with clients.
- Clerically supporting consultants to help them invest time in managerial tasks.

Management Trainee- Sales

Asianet Satellite Communications Private Ltd., Trivandrum

Oct 2020- Dec 2020

- Fleid marketing and closing the sales of Asianet Broadband.
- Effectively communicated with target groups and closed eight sales in a month.

INTERNSHIPS

- At **RELIANCE TRENDS CHANGANACHERRY** for one month.
Stock Handling, Visual Merchandise, Hiring Employees, Billing, Customer Relations
- At **MORE SUPERMARKET PANDALAM** for one week.
Procedure of New Store Opening, Selling Combo Products, Customer Interaction

PROJECTS UNDERGONE

- A study on **Work Life Balance of Employees** at **TATA STEELS LTD** for two months.
Satisfaction level of employees, Extend of responsibility taken
- An **organisation study** at **MRF KOTTAYAM** for one month.
Hierarchy of Authority, Departmental Functions, SWOT Analysis, Porter's Analysis
- A study on **Effectiveness of Job Rotation** at **ABTECH KOTTAYAM** for one month.
Employees change acceptance, Benefits to employees and organisation

CERTIFICATIONS

- **Microsoft Excel Specialist.**
- **Tech Recruiter Certification** from **hirist.com**
- **Certificate course in Prevention of Sexual Harassment (POSH).**

- **Leadership and Emotional Intelligence** course from **ISB** through **Cousera**.
- **Training and Development Concepts** from **Mindluster**.
- **Compensation Management certification** from **Great Learning Academy**.
- **VUCA Leadership certification** from **Great Learning Academy**.
- **Business Email Etiquette** from **Mindluster**.
- **ChatGPT for HR certification** from **Great Learning Academy**.
- **Initiating and Planning Projects** course from **University of California, Irvine** through **Cousera**.
- **Digital marketing** course from **Udemy** online course site.
- **Intellectual property right**, patent search and filling programme by **KSCSTE**.
- **Outbound experiential learning** programme by **LEAP learning academy**.

ACHIEVEMENTS

- Won **first prize** in **BEST ENTREPRENEUR CONTEST** conducted by Bishop Moore College, Mavelikara.
- **Coordinated** HR round of **MACFIESTA 2019** management fest.

CO-CURRICULAR ACTIVITES

- Participated in a **Webinar** on Post COVID- Recruitment Trends and Challenges.
- Volunteered DISHA 2019, **Mega Job Fair** conducted by Employability Centre, Alappuzha.
- Volunteered DAKSHINA 2019, a **passing out ceremony** of MACFAST students.
- Participated in a **National Conference** on Business ecosystem- opportunities and challenges.
- Volunteer of **NSS Camp** 2015-2016 conducted by MG University.

CORE COMPETENCY

- People Management
- Emotional Intelligence

PERSONAL PROFILE

Date of Birth : 11-10-1996
 Marital Status : Married
 Nationality : Indian
 Gender : Female
 Languages Known : English, Malayalam, Hindi, and Tamil

Date : 05-02-2024

Place : Changanacherry

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