



Muthamma NM

Highest Degree: BTH (Tourism & Hospitality)

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Karnataka – 460043

Objective: To be a true professional by acquiring the confidence, competence, and creativity, to operate successfully as an executive, in the Global Environment and a globally competitive environment on challenging assignments that shall yield the twin benefits of job satisfaction and a steady paced Professional growth.

WORK EXPERIENCE

Sep 27th 2021 to 30th September 2024: Bioclinica India Pvt (Qinecsa Solutions) Mysore, India.

Designation: Human Resource - Talent Acquisition Professional / Project Coordinator

Reporting to: Team Lead, Talent Acquisition Manager, Project Manager (Work from Home)

- Led end-to-end Recruitment Life Cycle involving industry mapping and short & long-term manpower planning, sourcing (direct, indirect), pre-screening, interviewing, salary/rate negotiations, releasing offer, post offer follow up with candidate until on boarding
- Document Verification, Offer Release and On-Boarding
- Engage with global Pharma and Clinical research organization.
- Engage with Delivery & Functional heads and Line Managers to design recruitment strategy and develop a robust hiring plan to source talent for various positions.
- Support the organization's diversity initiatives.
- Recruitment MIS - Generate insights and analysis to drive efficiency and quality.
- Playing role of Talent Advisor to Hiring Managers by gathering Market Intelligence on skill availability
- Ensured fitment to grade & role, negotiation offer & salary, executed post offer formalities and engaged the candidate till date of joining; facilitated smooth delivery of all assignments.
- Coordination with the Vendor for BGV of Employee, following up with the Candidates to send the documents required.

- **Replacement / ICT/ Admin:** Receiving the Replacement list from ICT for replacing the faulty system and creating the batch to initiate the replacement and sending the procedure and the claim form for reimbursement to the users.
- **Reimbursement Form/Finance/Admin:** Interacting, guiding with the users and sending emails to the procedure to claim the reimbursement for return of faulty system and following with the user to send back the faulty system, once they receive the replacement. Supporting the users by answering their query to process and fill the form to claim the refund. Reminding finance team for the approval and to get the claim who hasn't got the claim.
- **Shipment / TA / Admin/IT:** Interacting with TA team to know the status of new joiners for every Monday and sending emails to send the new joiner list to initiate the shipment and create the shipment and emailing the Shipment Batch to Admin and ICT team.
- **Updating Courier billing tracker:** Updating the shipment batch and replacement batch details in the tracker
- **Darwin (MOM):** Supporting, coordinating with Darwin team and TA for the pending tasks and During meetings taking down MOM and forwarding to concern person
- **PV PMO Dashboard:** Collating the tools kits received from the project managers, Following and sending reminder to spocs for dashboard update. Updating the PV PMO Risk, Issues, Metric as / DPR Volume calculation sheet weekly and emailing to Reporting Manager. Sending PV PMO Dashboard to template to PMO to update the Volumes and risk, metrics and issues.
- **Research (Finding Contract Job):** Researching and finding the contract job in portal and updating and emailing to Sameer end of the week.

June 2014 to Jan 2016: Candor International School Bangalore, India.

Designation: Front Office cum Admin Executive Reporting to: Dean & Principal, Manager Administration)

Main Working Relationship: CR Team, Teaching Staff, Parents / Visitors, Academic Leaders, Support Staff.

Roles & Responsibilities

- Coordinating and facilitating day to day administrative activities of the school.
- Ensuring smooth functioning at the front desk and handling phone calls.
- Planning, scheduling and coordination of parents and visitors to school with the concerned persons with respect to date and time.
- Attending to the visitors / parents and guiding them appropriately and facilitating School- Parent interactions.
- Assist Admission team in maintaining, keeping track of admission records, processing admission forms, collection of fees and documenting the same.
- Assist HR Team in maintenance of the attendance of the staff members. Leave application to be filled whenever applicable.
- Co-ordination with teachers for the school requirements for day-to-day and special events requirements.
- Co-ordination for the school requirements between central resource and vendors, for the supply and payments.
- Managing and keeping a check on the library, stationary and other school property and inventory.
- Maintenance of the school notice board and
- General maintenance and cleanliness of front office and school premises.
- Preparing and sending relevant daily, weekly and monthly reports to the concerned teams.
- Managing housekeeping & security at the campus.

Jan 2013 to Jan 2014: Praxair India Pvt.Ltd Bangalore, India.

Designation: Front Office cum Admin Executive (Reporting to: Manager-Administration)

Roles & Responsibilities: End to End Front office Operations & Admin

- Visitor management
- Handling EPABX- Telephone calls
- Access control systems
- Coordination for Housekeeping and regular supervision on security and Housekeeping
- Handling Incoming/ Outgoing Couriers
- Conference Room, Training Hall booking & coordination for refreshments
- Stationery & Printing
- Payments & Log keeping
- Travel bookings (Train/Bus)
- Vendor Management
- Guest House Booking & coordination
- Coordination for Landline and CUG Mobile phone connections
- Support for corporate events
- Coordination for Community Engagement activities
- Support for New Joiners by co coordinating with HR team
- Petty cash handling, sending the statements and vouchers of petty cash flow to accounts
- Other secretarial and administrative tasks as and when necessary
- Coordinating with HR Team for Interviews
- Facility Management
- Responsible for Printings of Letterheads & Business cards.
- Check & revert all e-mails on daily basis, to make sure no mail remains non-responded by the end of the business day.
- Organizing travel arrangements when necessary.

Previous Job Profile

Jan 2013 to Jan 2014: Praxair India Pvt.Ltd Bangalore, India.

Designation: Admin Executive

Feb 2011 to April 2012: Carpenters Classic India Pvt.Ltd Bangalore, India.

Designation: Front Office Cum /Admin Assistant.

Dec 2009 to Jan 2022: Worked as “Front office Executive” for “The elite Group of Hotels” Ina Elite. Hospitality Pvt Ltd Bangalore (India).

May 2012 to Dec 2013: Hospitality Initiatives India Pvt. Ltd Bangalore, India

Designation: Front Office cum Admin Assistant.

EDUCATION

June 2006 - Apr 2009	Bachelor of Tourism & Hospitality, (BTH) Mysore University	Mysore, KA, India
Apr 2002 – Mar 2004	Commerce, PUC, Mysore University	Mysore, KA, India
Apr 2002	SSLC Mahajana “s High School Mysore	Mysore, KA, India

Technical Skills

MS-OFFICE/ EXCEL / MS – PPT

People Skills

- Good communication and presentation skills
- Zeal to learn new techniques and Optimistic
- The ability to work in a team, Strong work ethic and desire to succeed
- Hard working sincere, very friendly sense of responsibility
- leadership qualities
- Problem-solving skills

Personal Details

Date of Birth - 24th July 1986
Marital Status - Married
Nationality - Indian
Languages Known - English, Hindi, Kannada Tamil & Malayalam Hobbies
- Listening to Music, Painting & Cooking, Dance

Declaration

I hereby declare that the above information furnished by me is true and correct to the best of my knowledge and belief.

Yours Faithfully
Muthamma NM

