

IP SRUTHI

ASSISTANT MANAGER HR AND ADMIN

PERSONAL DETAILS

DOB: 11-09-1993

GENDER : FEMALE

+971 50 170 0564

sruthiipnair@gmail.com

Villa No : 54 Near Khaleefa
University, Album street
Murrur road
Abu Dhabi

<https://www.linkedin.com/in/ip-sruthi-80212122b>

PROFILE SUMMARY

With 6 years of experience spanning Human Resources, Administration, and Sales & Logistics coordination. Demonstrated expertise in managing HR operations, fostering employee engagement, and optimizing administrative functions while also providing critical support to sales teams and streamlining logistics operations. Adept at recruiting and onboarding talent, handling payroll and benefits administration, and ensuring smooth office operations. On the logistics side, skilled in managing sales orders, inventory, and vendor relationships to ensure timely product deliveries and exceptional customer satisfaction. Proven ability to manage multiple tasks efficiently, bridge communication across departments, and resolve operational challenges, all while maintaining a positive and productive work environment.

PASSPORT

Passport no: T8492214

Validity From 12-09-2019

Validity To 11-09-2029

EDUCATION

2012-2015

CALICUT UNIVERSITY

- Bachelor of Science in
Biotechnology

Sep 2015- Jan 2016

G-TECH COMPUTER EDUCATION

- Diploma in Financial Accounting

LANGUAGES

- Hindi
- English
- Malayalam

WORK EXPERIENCE

Biocare Diagnostics

Assistant Manager HR and Admin

2019 - 2025

As Assistant Manager - HR and Admin is responsible for supporting the HR and Administration departments in all related activities. The role involves managing recruitment, employee relations, performance management, compliance with HR policies, and overseeing administrative functions to ensure smooth operations. This role requires multitasking, strong communication, and organizational skills to support the broader team and ensure efficient HR processes.

- Recruitment & Onboarding.
- Employee Relations.
- Payroll & Benefits Administration.
- Compliance & Documentation

Coordinator Sales and Logistics

As Sales and Logistics Coordinator plays a pivotal role in managing and coordinating the flow of products and services between the sales team, customers, and suppliers. This role ensures timely order fulfillment, effective communication between sales and logistics teams, and accurate tracking of shipments, inventory, and sales records. The ideal candidate is detail-oriented, efficient, and able to handle multiple tasks in a fast-paced environment.

- Inventory Management e.g. Beckman coulter, Beckman Life Science, Abbott and Bio-Rad.
- Order/ Invoicing e.g. NBS and Tally Prime
- Sales Reports.
- Documentation.
- Delivery Scheduling

SKILLS

- HR Management & Employee Relations
- Sound Knowledge - Tally, NBS, Microsoft office.
- Recruitment & Onboarding
- Payroll & Benefits Administration
- Office Administration & Vendor Management
- Sales Order Management & Inventory Control
- Logistics Coordination & Shipping Management
- Problem-Solving & Process Improvement
- Data Analysis & Reporting

REFERENCE

Linesh T

Managing Partner -
Biocare Diagnostics
Ph: +91 9847009640

Arun Varghese

Partner - Biocare Diagnostics
Ph: +91 9946511102

Praveen K

Partner - Biocare Diagnostics
Ph: +91 9947145406

Sidharth S Karun

Operation Manager -
Biocare Diagnostics
Ph: +91 9645712151

Pachilla Agrobiotech

2016-2018

Plant Tissue Culture Lab Assistant

The preparation, maintenance, and execution of plant tissue culture processes. This includes working with plant cells, tissues, and organs to propagate, grow, and multiply plant species in vitro. The role requires handling sterile techniques, media preparation, and ensuring the proper conditions for plant growth and development. The ideal candidate will have knowledge of basic laboratory practices, a keen eye for detail, and a passion for plant science.

- Preparation of Culture Media.
- Aseptic Techniques.
- Inoculation and Subculturing.
- Plant Growth Monitoring.
- Laboratory Support as Sterilization , Cleaning, Equipment Maintenance, Data Collection & Record-Keeping, Preparation of Reagents and Solutions.