



SANDHYA NAMBIAR

Assistant Manager – Business Development | HR & Admin Professional

An articulate and competent professional with over 17 years of prodigious experience in managing business development, human resources operations, administrative functions, and executive support across diverse organizational settings. Seeking career advancement with an esteemed organization to leverage my industry experience and business acumen skills to drive operational excellence, enhance employee engagement, and contribute to the organization's overall success.

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Hold valid UAE spouse Visa

SKILLS

Business Development

Human Resources (HR) Management

Executive Support and Administrative Management

Financial Management

Process Improvement

Client Engagement

Regulatory Compliance

Team Management

KEY STRENGTHS

Administrative Management:

Extensive experience in providing high-level administrative support to senior executives, including managing correspondence, coordinating travel arrangements, and organizing internal and external meetings. Skilled in handling complex administrative tasks and ensuring smooth operational flow within the organization.

Human Resources Management:

Demonstrates in-depth knowledge of HR functions, including recruitment, employee onboarding, salary administration, and compliance with HR policies. Adept at using HRMS software for attendance and payroll management, and experienced in organizing employee orientation and internal committee meetings.

Strategic Business Development:

Skilled in developing and implementing strategic plans for business growth and operational efficiency. Experienced in analyzing market trends, identifying opportunities, and executing strategies to drive revenue and enhance platform performance.

Financial Management and Credit Analysis:

Proficient in handling financial documentation, credit management, and reporting. Capable of monitoring credit ratings, managing financial limits, and ensuring accurate and timely financial updates to support effective trade finance solutions.

Client and Account Management:

Adept at managing client relationships and handling senior-level recruitment processes. Skilled in communicating with clients, managing key accounts, and following up on payments. Experienced in database management and job portal administration, ensuring effective recruitment and client satisfaction.

Process Optimization and Reporting:

Expert in identifying and implementing process improvements to enhance operational efficiency. Experienced in maintaining performance metrics, conducting audits, and coordinating with various departments to optimize processes and support informed decision-making.

EDUCATION

Bachelor of Arts
University of Delhi
2000,

Diploma Course in Secretarial Practice
Y.M.C.A., New Delhi
1996,

WORK EXPERIENCE

Assistant Manager – Business Development (TReDS)

SBI Global Factors Limited

04/2022 - Present,

Mumbai

Achievements/Tasks

- **Managing TReDS Platforms:** Overseeing operations on three TReDS platforms, including placing bids for various buyers and managing platform-related activities.
- **Generating Business Revenue:** Driving business development efforts to achieve an annual revenue of approximately \$100 million through strategic bidding and client management on TReDS platforms.
- **Identifying and Sanctioning New Buyers:** Coordinating with platforms to identify and sanction new buyers, ensuring all necessary documentation is submitted to the credit department for committee approval.
- **Monitoring Credit Ratings:** Tracking and updating the credit ratings of existing buyers, promptly informing the credit department of any changes to maintain accurate records and support decision-making.
- **Managing Repayment and Reporting:** Updating relevant departments on any delays in repayments from sanctioned buyers, and preparing daily obligation reports to be shared across various departments.
- **Handling Sanctioned Limits and Performance Data:** Managing the toggling of sanctioned limits on TReDS platforms as needed, coordinating with platform officials for favorable bidding outcomes, and preparing data for performance reviews and audit-related matters.
- **Managing Executive Correspondence:** Handling correspondence on behalf of the Managing Director and CEO, including emails and letters, while communicating with various outside agencies as required.
- **Preparing and Sending Reports:** Compiling and sending reports on behalf of the Managing Director and CEO to the SBI corporate center, including quarterly updates on official visits and other necessary documentation.
- **Coordinating Internal Follow-ups:** Coordinating with different departments to follow up on internal matters, assisting Heads of Departments (HODs) with external communication and coordination tasks.
- **Arranging Executive Travel Plans:** Organizing travel arrangements for the Managing Director and other HODs, including booking tickets, arranging accommodations, and coordinating with State Bank of India liaison offices for transportation needs.

Executive Secretary to MD & CEO

SBI Global Factors Limited

09/2011 - 03/2022,

Mumbai

Achievements/Tasks

- **Provided Comprehensive Secretarial Assistance:** Delivered extensive secretarial support to the Managing Director and CEO, handling all correspondence, including emails and letters, and managing complex scheduling of meetings and appointments. Ensured efficient administrative operations by coordinating with various departments, addressing executive needs promptly, and maintaining confidentiality in all communications.
- **Coordinated Internal Follow-ups:** Effectively coordinated with multiple departments to track and follow up on internal matters, facilitating smooth and timely resolution of issues. Assisted Heads of Departments (HODs) with their external communication needs, ensuring alignment and progress across different functions within the organization.
- **Arranged Domestic and International Travel:** Made arrangements for both domestic and international travel, including booking tickets, coordinating accommodations, and organizing transportation as required.
- **Prepared and Forwarded Reports:** Compiled and submitted a range of reports to the SBI corporate center as required, including quarterly updates and official visit summaries. Ensured accuracy and timeliness in the preparation and forwarding of reports, maintaining a high standard of documentation and communication with corporate stakeholders.
- **Conducted Monthly Follow-ups with Corporate Center:** Performed regular follow-ups with the corporate center to address pending responses and ensure timely action on communications from various departments. Managed ongoing correspondence and resolved issues efficiently, facilitating smooth interactions between the company and corporate entities.
- **Utilized HRMS Software for HR Functions:** Proficiently used HRMS software to manage employee attendance and salary disbursements, streamlining HR processes and ensuring accurate payroll management. Oversaw various HR functions, including tracking employee attendance, processing salaries, and handling related administrative tasks with precision.
- **Handled HR and Administrative Functions:** Executed key HR and administrative functions, including preparing appointment and increment letters, conducting pre-employment medicals, and arranging orientation for new hires. Managed all aspects of employee onboarding, ensuring a smooth integration into the company and adherence to HR protocols.
- **Conducted POSH Committee Meetings:** Facilitated internal POSH (Policy on Sexual Harassment at the Workplace) committee meetings on a quarterly basis, including inviting external members and maintaining comprehensive records of the meetings. Ensured adherence to legal and organizational standards for workplace conduct and harassment policies.
- **Organized Office Events and Meetings:** Coordinated and organized a variety of office events, such as birthday celebrations and internal meetings, contributing to a positive workplace environment and fostering team spirit. Managed event logistics, including venue arrangements and coordination with vendors, to ensure successful and well-executed events.

WORK EXPERIENCE

Admin Executive / Consultant

Horizon Tech

01/2007 - 08/2011,

Mumbai

Achievements/Tasks

- **Managed Key Accounts:** Oversaw and nurtured relationships with prominent clients such as Microsoft Hyderabad, Genpact, and Goldman Sachs. Ensured the delivery of high-quality service and addressed any client-specific needs or concerns to maintain strong, ongoing partnerships.
- **Directed Senior-Level Recruitment:** Led the recruitment process for senior-level positions, including sourcing, interviewing, and placing candidates. Implemented effective recruitment strategies to attract top talent and meet the hiring needs of clients, ensuring alignment with job specifications and company culture.
- **Executed General Administrative Activities:** Handled a range of administrative tasks, including office management, correspondence, and document processing. Streamlined office operations and maintained an organized and efficient working environment to support overall business functions.
- **Facilitated Client Communication:** Actively communicated with clients to understand their requirements, address queries, and provide updates on service delivery. Ensured clear and effective communication channels, fostering strong relationships and customer satisfaction.
- **Followed Up on Payments:** Monitored and followed up on payment collections from clients, ensuring timely receipt of funds.
- Managed invoicing processes and addressed any payment-related issues to maintain financial stability and client trust.
- **Managed Job Portals and Resume Database:** Administered job portals and maintained a comprehensive database of resumes. Oversaw the posting of job vacancies, tracked applicant progress, and managed resume submissions to ensure an efficient recruitment process and effective candidate management.

Executive Secretary to Director

HR Quest Pvt. Ltd.

12/1996 - 08/2006,

New Delhi

Achievements/Tasks

- **Managed Key Accounts:** Administered key accounts, including major clients such as Honeywell International, Electrolux India, Bechtel, Baxter India, Godfrey Philips, and Sonalika Tractors. Ensured client needs were met with high standards of service and maintained strong, professional relationships through effective account management.
- **Oversaw Recruitment Processes:** Directed job postings on various websites, screened resumes, and conducted interviews with prospective candidates. Facilitated the forwarding of CVs to clients and managed follow-ups to ensure timely communication and placement of candidates.
- **Handled General Correspondence:** Managed all forms of correspondence on behalf of the Director, including email, courier, and fax communications. Ensured that all correspondence was handled professionally and efficiently, maintaining clear and accurate communication channels.
- **Managed Office Expenses and Employee Salaries:** Administered office expenses and processed employee salaries, ensuring accurate and timely financial management. Oversaw the budgeting and disbursement of office expenses and managed payroll functions effectively.
- **Facilitated Visitor Interaction:** Acted as the primary point of contact for visitors, handling their arrival and addressing their needs independently. Provided a professional and welcoming environment, managing visitor interactions with courtesy and efficiency.
- **Maintained Records and Files:** Maintained comprehensive files, records, and correspondence, including confidential documents. Ensured accurate and secure handling of all records, supporting organizational efficiency and confidentiality in all administrative tasks.

PERSONAL ATTRIBUTES

Impeccable Communication Skills

Team Management

Strategic Leadership

Emotional Intelligence

OTHER DETAILS

Nationality: Indian

Passport No.: X7342444

Date of Issue: 01/04/2023

Date of Expiry: 31/03/2033

Place of Issue: Mumbai

VISA: UAE Spouse Visa