



VIMAL GEORGE SRAMBIKAL

00919526011155 vimalg43@gmail.com

SYNOPSIS

A multitasking Professional with 18 years of experience in various HR, Talent Acquisition, Administrative and Learning & Development functions. Well versed in all aspects of HR and Learning & Development. Independent performer with an ability to organize team efforts. Proven ability to build strong working relationships, internal and external to the organization.

KEY SKILLS

- ✚ Manpower Planning & Recruitment
- ✚ Development of HR Policies & Its implementation
- ✚ Learning and Development
- ✚ Communication and negotiation skills
- ✚ Ability to build rapport
- ✚ Time management and planning skills
- ✚ Proficiency in MS Office and CRM software
- ✚ Performance Management
- ✚ Competency Mapping
- ✚ Role Banding
- ✚ Soft skill Trainer
- ✚ Change Management
- ✚ Reward and Recognition Programs
- ✚ Employee Engagement & Welfare measures
- ✚ Grievance Handling
- ✚ Disciplinary proceedings
- ✚ Exit Management

PROFESSIONAL EXPERIENCE

August'22 -

Senior Manager - HR, Parco Institute of Medical Sciences, Vadakkara, Kozhikode.

650-bed tertiary care hospital project currently 150 operational beds commissioned on February 2022.

- ✚ Human Resource planning & Recruitment
- ✚ HR policies development and implementation
- ✚ HR business partner
- ✚ Learning and development - Training Module Development, Training Delivery, and Implementation of Training Calendar
- ✚ Performance Management
- ✚ Grievance Handling
- ✚ Disciplinary Proceedings
- ✚ HR software design and customization process
- ✚ Payroll, Full & Final Settlement
- ✚ Leave management and generating HR policy adherence reports Training - Soft Skills, MS office and Value
- ✚ HR statutory and legal proceedings

June'21 - August'22

Administrative Officer, MMCH, Modakallur, Calicut

750 bedded Accredited Super Specialty Teaching Hospital with Medical College, Dental College, Nursing College and Paramedical College.

- ✚ Planning and administering rules and regulations to maintain efficient services as per byelaws, rules and regulations of the institute.
- ✚ Responsible for proper working of the administration of the Institute and attached hospitals.
- ✚ Perform all such duties and powers delegated to him by the Chairman and the Principal as may be necessary for smooth and harmonious functions of the Institute.
- ✚ responsible for upkeep and proper maintenance of records of the institute and the attached hospitals
- ✚ Preparation of agendas, notes, proceedings of the meetings.
- ✚ Look after court matters, matters relating to Human Rights, labour problems, outsourcing problems etc.
- ✚ Attention to the complaints and welfare of students
- ✚ Investigation of complaints and maintaining of those records
- ✚ Regular staff meeting for solving individual and group problems.
- ✚ Recruitment to Teaching/Non-Teaching staff as per the byelaws, Rules and Regulations.

December'20 - May - '21

Head - HR, Parco Institute of Medical Sciences

An upcoming multispecialty hospital at Vadakkara, Kozhikode.

- ✚ Human Resource planning & Talent Acquisition

June'19 - December'20

Manager - Human Resources, MMCH, Modakallur, Calicut

750 bedded Accredited Super Specialty Teaching Hospital with Medical College, Dental College, Nursing College and Paramedical College.

- ✚ Human Resource planning & Recruitment
- ✚ HR policies development and implementation
- ✚ Learning and development - Training Module Development, Training Delivery, and Implementation of Training Calendar
- ✚ Performance Management
- ✚ HR and Administration related documentation for MCI, INC, KNC, KUHS inspections

December'18 - April - '19

Manager - HR, Miraj Medical Center, Muscat

An upcoming Medical Center in Al Khuwair, Muscat.

- ✚ Human Resource planning & Recruitment
- ✚ Liaisons with the MOH
- ✚ Vendor management

August '18 - Dec'18.

Lead Consultant, Profcos, Calicut

Leading Business Consulting firm offering a wide range of services like Manpower Sourcing / Recruitment, Business Consulting, Licensing, Business Process Outsourcing, Auditing etc.

- ✚ Talent acquisition in various sectors
- ✚ Conduct of Job fairs and recruitment drive
- ✚ Develop a growth strategy focused both on financial gain and customer satisfaction
- ✚ Conduct research to identify new markets
- ✚ Generating new business opportunities
- ✚ Following up new business opportunities and setting up meetings
- ✚ Planning and preparing presentations
- ✚ Prepare sales contracts ensuring adherence to law-established rules and guidelines
- ✚ Keep records of sales, revenue, invoices etc.
- ✚ Build long-term relationships with new and existing customers

- ✚ Overseeing the development of marketing literature
- ✚ Social Media Marketing
- ✚ Providing management with feedback
- ✚ Following industry trends locally and internationally
- ✚ Database building of prospective clients like Doctors of various specialties, Paramedical and other candidates from other sectors

July'13 - August'18

Assistant Manager - Human Resources, DM WIMS, Wayanad

750 bedded NABH Accredited Super Specialty Teaching Hospital with Medical College, Nursing College and Pharmacy College

- ✚ Human Resource planning & Recruitment
- ✚ HR policies development and implementation
- ✚ Learning and development - Training Module Development, Training Delivery, and Implementation of Training Calendar
- ✚ Performance Management
- ✚ HR and Administration related documentation for MCI, INC, KNC, KUHS inspections
- ✚ Grievance Handling
- ✚ Disciplinary Proceedings
- ✚ HR software design and customization process
- ✚ Payroll, Full & Final Settlement
- ✚ Leave management and generating HR policy adherence reports Training - Soft Skills, MS office and Value Champions initiative HR statutory and legal proceedings
- ✚ MCI documentation - Form A, B, A1, A2 etc.
- ✚ Draft and receive official communications to and from office of Chief Administrative Officer.

July'11 - March'13

Manager - Human Resources & Quality Control MESIARC, East Hill, Calicut 50

Bedded Super specialty ENT Hospital and Cochlear Implant center

Key Deliverables:

- ✚ Recruitment, staffing, training, management policy drafting and implementation
- ✚ Scheduling and coordinating Trainings & academic activities
- ✚ Staffing of Medical, Para medical and non-medical staff
- ✚ Outpatient booking planning and Follow up on Consultant schedules
- ✚ Training new joiners on soft skills, company protocol & policies awareness and process requirements
- ✚ Motivating the team, improving their performance and managing personnel grievances
- Accountable for generating & consolidating various reports and analyzing data

Apr'09 - July'11

Team Leader - Allsec Technologies, Chennai

A company with presence across India and enabled services in India, the United States, United Kingdom, and internationally, providing web development, web design, search engine optimization, strategic teleservices, customer care, and quality management services.

Key Deliverables:

- ✚ Ensuring achievement for a broad spectrum of KPIs ranging from AHT, Quality, Login Hours, Machine Hours, Short calls, SR%, Attendance, Attrition, Staffing& Scheduling to Service Levels laid by the company are achieved
- ✚ Instrumental in training new joiners on soft skills, Operational awareness and process requirements Accountable for analyzing and running Six sigma projects on AOCs
- ✚ Liable for delivering daily QRC reports to clients
- ✚ Responsible for motivating the team, improving their performance and managing the floor
- ✚ Accountable for generating & consolidating various reports and analyzing data adhering to service levels set by the management

Feb'07 - Mar'09

Senior Customer Support Officer Allsec Technologies, Chennai

Key Deliverables:

- ✚ To interact with customers in US and provided them with post-sales support and analyzed post sales customer satisfaction by gathering customer feedback and resolving escalations through phone calls

ACADEMIA & CERTIFICATIONS

1. **Lean Six Sigma Green Belt certification from Benchmark Six sigma** in2013
2. **Executive Masters in Business Administration** in 2012
3. **PG Diploma in Bioinformatics** from Small Scale Industries Service Institute, Chennai in2005
4. **B. Sc (Honors) in Biotechnology, Botany & Chemistry** from St. Aloysius College, Mangalore in2004
5. **HSC (Science)** from St. Joseph's Higher Secondary School, Calicut in2001
6. **SSLC** from St Joseph's Higher Secondary School, Calicut in1999

Notice Period: 1 month

Expected Salary: Rs 1,00,000 / month



Vimal George Srambikal (he/him/his)

Trust, Respect and Excellence.

← Recommendations +

Received

Given

Pending



Amjad Ali O N · 1st

Entrepreneur!! Co-Founder of Playspots. Making the world an easier and better place to live.

June 20, 2022, Vimal George was Amjad's client

All LinkedIn members

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Vimal is a strategic thinker and one of the wisest and strategic human resource person. I had the pleasure to meet and work with Vimal, when we were developing a software for Hospital, and he was very well versed in all the aspects of HR laws and recruiting methods in healthcare field. I am sure that he will be truly an asset to his workplace with his knowledge, experience and strategic thinking ability.



Thamilselvan Chinnasamy · 1st

PMP®, CAMI, LSSBB, SFC. BPO Center P&L Operations, Projects Management

March 12, 2020, Thamilselvan managed Vimal George directly

All LinkedIn members

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It's my absolute pleasure to recommend Vimal. Vimal and I worked at Allsec for almost 5 years. He came in as a beginner like anybody else but grew up the ladder and took up higher responsibilities in a remarkably short span. I thoroughly enjoyed my time working with Vimal, and came to know him as a truly valuable asset to absolutely any team. He is honest, dependable and incredibly hard-working. Beyond that, he is an impressive acumen to unlearn and learn, and always brings out the best of himself and of the people. Wish him all the best for his endeavors



MOHAN MENON · 1st

General Manager-Faculty HR at AMRITA Hospitals, Faridabad

March 2, 2020, MOHAN managed Vimal George directly

All LinkedIn members

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I worked with Vimal for almost an year. He is a cheerful, energetic and enthusiastic person who always create a positive environment wherever he goes. He befriend with anyone easily and maintain that relation for long. He methodical and given task he will ensure the same is completed without looking in to time. He is committed to the task assigned and not hesitant to take help from anyone whether he/she is junior or senior. His excellent computer skills particularly in excel always helped to maintain complex HR data for all my MIS presentations. His passion is in training and for which whenever he gets an opportunity he likes to communicate with people. Definitely he can do better if he gets an Organization which can explore his skills.



Regional CEO - Aster DM Healthcare - Ielangana & Andhra Pradesh Cluster

July 31, 2019, Devanand managed Vimal George directly

All LinkedIn members

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Vimal is extremely talented and full of ideas. He has excellent IT, Presentation, analytical skills and is a good trainer. Well versed in multitasking. It was a pleasure working with him. My best wishes for a bright future.



Karun Krishnan A · 1st

Experienced Process Governance and Audit Remediation Analyst with proficiency in Process Design and Optimisation, Audit Remediation, IT Service Operations and Service Management.

July 20, 2019, Karun and Vimal George studied together

All LinkedIn members

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A friend of mine. Strong confident go getter. Thats Vimal. Have not heard of him ever not being anything lesser than #1 in any of his previous roles.



Sudheer Krishna · 1st

Senior Analyst, Project Lead for IT-Bioinformatics at Merck Group

July 1, 2019, Sudheer and Vimal George studied together

All LinkedIn members

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I have known Vimal early in his career, as a classmate and later worked with him on several molecular biology projects. Vimal is one to go above and beyond in dedicating himself to the cause. He has always been a reliable teammate and a great friend. He will always be a valuable member of the team and I'm sure he'll be an asset to any organization or project. I wish him all the best!



Shanavas Elayidath · 1st

Healthcare Consultant ,Entrepreneur

June 26, 2019, Vimal George was Shanavas' client

All LinkedIn members

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I have been associated with Mr.Vimal quite long. He is a detailed oriented and systematic HR & Admin professional. He has a special skill in identifying and maintaining human resources. I wish him all the best in his future endeavors.

People also viewed



Chaithra Chandran

· 1st

HR Executive at PARCO Institute Of Medical Sciences

Message



Rakesh Raj K

· 1st