

Sugama Gokuldas

Gufool, Manama 
+973 3340 7649 
Sugma007@gmail.com 
Sugama K 

With a robust foundation in human resources and administration, my role as an HR Officer has been pivotal in enhancing operational efficiency and employee satisfaction. Our team has achieved significant milestones in recruitment, training, and the development of innovative HR policies that resonate with the institution's strategic vision. My expertise extends to organizing campus events that have successfully increased student engagement and participation. By fostering effective communication channels, our administration has ensured a cohesive environment, where faculty concerns and student inquiries are addressed promptly, contributing to the overall betterment of the college community.

Experience

JANUARY 2015 – APRIL 2024

HR Officer cum Admin Secretary/Sahrdaya College of Engineering & Technology (SCET), Kodakara, India

Spearheaded the HR department, overseeing recruitment, training, and development initiatives to align with the institution's strategic goals. Enhanced employee engagement by implementing innovative HR policies. Managed administrative functions, including scheduling, budgeting, and procurement, contributing to an increase in operational efficiency. Played a pivotal role in organizing campus events, including seminars, workshops, and cultural activities, boosting student participation. Facilitated effective communication channels between the administration, faculty, and students, ensuring timely resolution of inquiries and concerns. Led a team of administrative professionals, fostering a culture of continuous improvement and professional development. Coordinated with external vendors and service providers to improve campus facilities, resulting in enhanced learning environments. Utilized technology to streamline administrative processes, introducing a campus management system that improved data management and accessibility. Contributed to the development and maintenance of the college's website and social media presence, increasing online engagement. Acted as a liaison for accreditation processes, maintaining compliance with educational standards and regulations.

FEBRUARY 2013 – JUNE 2013

Office Assistant/ Helpline Group, Thrissur, India

Provided comprehensive administrative support to the team, enhancing office efficiency and productivity. Served as the first point of contact for clients, offering information and assistance, and ensuring a positive service experience. Managed data entry tasks with a high degree of accuracy, maintaining the integrity of client and company records. Assisted in preparing official documents, reports, and presentations, contributing to the professional image of the organization. Organized appointments and meetings, optimizing the schedule of the management team. Ensured the upkeep of the office environment, maintaining a clean and organized workspace conducive to business activities.

Skills

Administrative Management • Event Coordination • Communication • Record Keeping • Project Management • Team Leadership • Client Service • Office Administration

Education

MAY 2011

Master of Business Administration - MBA, Business Administration and Management, General/ Maharaja Engineering College, Tiruppur, India

Grade: 8.58

MAY 2009

BBM, Business Administration and Management, General/ Christ College, Irinjalakkuda, India

Grade: 63

Activities

Volunteering • Event Planning • Reading and Research • Creative Writing • Gardening • Photography • Technology Enthusiast • Fitness and Yoga • Cooking/Baking • Language Learning