**Kalaiarasi Nusum**

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**EDUCATION QUALIFICATION**

## Master of Business Administration– In Progress

* Bharathidasan University – Tamil Nadu (IND)

Bachelor of Pharmacy-2006 Batch

* SRM college of Pharmacy, Dr MGR Medical University – Tamil Nadu (INDIA)

**PROFESSIONAL SUMMARY**

In addition to being worked in recruitments, given an opportunity, I would be pleased and excited to explore the other aspects of Recruitment like operations, Training and Development, business partners etc., and strongly believe that I will definitely prove myself, adding my own credibility in the role.

Seven years of work experience across various corporate sectors. Expertise in developing customer relationships and negotiation, managing multiple projects. Extremely results oriented and proactive in addressing and resolving problems. Enthusiastic team player with a strong work ethic.

**SKILLS**

* Trained on **Workday Human resource core management** (Generalist-HCM-Techno-functional consultant)
* Strong problem solving and project management skills with acute attention to detail and ability to meet tight deadlines and project plans
* Ability to learn complex material quickly, allocate time efficiently; handle multiple projects and deliverables concurrently managing competing priorities
* A solid knowledge and usability of Microsoft Office, including Word, Excel, Access, Project, PowerPoint and Outlook to support the above responsibilities
* Ability to thrive in a dynamic and fast-paced environment with the ability to prioritize competing deliverables due to changing timelines
* Played client engagement role to allow ease of business communications from end to end.

**TECHNICAL SKILLS:**

* Workday-Human capital management (HCM-General)
* Microsoft office suite

**FREELANCER-HR RECRUITER**

Duration: Apr 05-2021 to till now

Responsibilities:

* Understand recruiting demands and the specific skills
* Source /screen potential candidates and conduct interviews to help select profiles from the various recruitment channel
* Talent acquisition
* To maintain an accurate and up-to-date database in order to produce reports and analysis of recruitment activity

**Designation: Customer Relationship manager**

**Mount Litera Zee school-Bangalore**

Duration: Feb 2017 to oct 2017

Responsibilities

* Develop professional and sustainable relationships with parents and school management.
* Functioning as the central delivery point to clients, parents and management by executing relationship strategy and working with key business partners.
* Functioning as the central delivery point to clients by executing relationship strategy and working with key business partners to engage expertise.
* Retaining and expanding high-value relationships with management and customer.

**Designation: Freelancer**

**Thomson Reuters-Chennai**

Duration: Feb 2015 to Feb 2016

Responsibilities

* Read and analyze information about drugs and patents and create a requisite data update in the database
* Accountable for delivery of weekly database filing milestones while ensuring the quality standards

**Volunteer-Cancer Research Organization**

**Cancer Research Organization- Illford-London-United Kingdom**

Duration: September 2012 to 2014 July

Responsibilities

* Directed a fundraising event in the local shopping Centre to promote the charity and successfully raised funds.
* Engage with the patients/caregivers of cancer patients with empathy and understanding to guide them at every step of their cancer journey
* Ensure smooth implementation of the improvement processes

**Designation: Process Lead-Drug Metabolism team**

**Thomson Reuters- Chennai**

Duration: Jan 2008 to July 2010

Responsibilities

* Awarded Employee of the Month twice for performing great work.
* Acted as a liaison between clients, management and team
* Served as the first point of contact for all customers and resolved any problematic issues.
* Developed client status reports and maintained business relationships with key clients.
* Build effective relations with Customer stakeholders, including Executive sponsor to facilitate effective risk and issue resolution.

 **Designation: Junior analyst**

**Thomson Reuters- Chennai**

Duration: June 2007 to Jan 2008

Responsibilities

* Analyzing and coding of pharmaceutical patents, documenting the complex drug molecules and their related items in Pegasus database following company required formats.
* Interacting with the onsite co-coordinators
* Attending weekly status meetings/calls
* Proactive involvement in solving the issues from other teams which are interlinked

**Designation: Business Analyst**

**Primus Analytics - Chennai**

Duration: From Nov 2006 to Jun 2007

Responsibilities:

**Competitive Intelligence Reports:**

* To pull together all news related to research, patent issues & expiry dates, clinical trials, FDA safety alerts, From Drug manufacturers to write reports which includes overview of market forecasting, target market in the global market.
* To track the pharmaceutical & biotechnology companies’ performance in the global drug market & their consumer relations
* Data analysis: Analyze the Adverse Events Reporting Data of Food and Drug Administration (FDA), derive statistical analysis on these data and present the data in form of PowerPoint presentations

**PERSONAL DETAILS:**

* Date of birth: 11.01.1984
* Marital status: Married
* Hobbies: Listening to music, Gardening, craft works and painting
* Location: Sarjapur, Bangalore

**REFERENCES** Available upon request