Bagyasudha Sivadas

3025, 3rd block, Appasamy Mapleton, Velachery Tambaram Road, Pallikkaranai, Chennai 600100

**Contact:** +919014854464

**Email:** sbsudha@yahoo.com/sbsudha@gmail.com

**Accomplished Senior ManagementProfessional**

A highly creative and proactive professional, with more than 15 years insightful experience, across FOOD and FMCG sectors. A team player, with a commitment to service, possess a long track record of working in administrative roles, coupled with good PC skills. Ability to communicate confidently at all levels. Exhibits highly organized approach, plenty of initiative and a genuine desire to the ongoing success of the organization. High interpersonal skills with both junior and senior work colleagues.

**~ Building leadership through proficiency in Coordination and Administration ~**

**~ Demonstrated excellence in creating effective strategies that generate quantifiable results ~**

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| --- | --- |
| Expertise in   * General Administration * Secretarial Operations * Ticketing * Procurement * Sourcing * Collaboration   Education   * **Diploma In Personnel Management (Personnel Management & Office Administration),** Private Institute (1988) * **Bachelor of Fine Arts (Drawing Painting & Designing),** University Of Madras (1986) | Executive Summary   * Expert in the identification and resolution of diverse operational issues, continuously maintaining top performance while offering superior services. * Perfectionist, with ability to adapt to new competitive environment with massive working experience in developing and implementing effective action plans. * Can adapt well and perform in new competitive environment with the ability to work under pressure. * Strong problem solving and decision making skills with the ability to develop and implement effective action plans. * Strong abilities in achieving service delivery and process targets with excellent networking and negotiating skills. * Well versed in managing, motivating and leading teams towards running successful business operations. * A motivated and diligent team leader possessing excellent communication and interpersonal skills with a strong analytical mind-set. * Visionary & decisive leader, noted for sound, practical & collaborative management style, idea generation, operational and process excellence, creative intellect and strategic insight to transform results. Proven ability to lead cross-functional teams to maximize productivity |

Professional Experience

**Innoresmentor, Bangalore**

**Head - Sourcing & Collaboration (Apr 2014 – Jun 2016)**

**Key Profile:** Chiefly responsible for sourcing of all raw materials, packaging, procuring as per production plan.

* Collaborate with prospective channel partners, commercial outlets
* Involved in accounts, cash handling for all procurements, monthly bills and any other payments including sales tax.
* Handled ticketing, travel arrangements, calendar management of the CEO.
* Handled appointments, conference calls, meetings and all secretarial related responsibilities for the CEO.
* Coordinated and organizing event related sales.
* Handled data mining for any and all project that CEO mentored. From preliminary data mining to sourcing of raw material.
* Coordinated and implemented various statutory safety and precision oriented methodologies.
* Successfully handled ‘Wowladdus’ project from scratch to pre-launch.
* Involved in production planning, procurement, order dispatches and follow up of payments thereof.
* Coordinated between various departments such as production, branding, packaging and dispatches.

Previous Experience

* **Specialty Web Designing, Hyderabad**

Proprietor (Jan 2006 - Apr 2014)

* **Solutions, Hyderabad**

Administrative Assistant (Jan 1997 – Aug 2005)

* **Lotus Chocolate Co Ltd., Hyderabad**

Front Office Executive (Mar 1992 – Nov 1993)

**Date of Birth:** 4th September 1964 ~ **Languages:** English Tamil, Hindi, Telugu, and Malayalam

**Nationality:** Indian ~**Passport:** H3673417, valid till 2019

**~ References Available Upon Request ~**