

Judith D Christiana

HR MANAGER

AREAS OF EXPERTISE

Administrative

Secretarial

PERSONAL SUMMARY

An efficient, organized and approachable person who is always willing to help the office run smoothly. Possessing a strong administrative background and effective secretarial skills with knowledge of the latest management techniques and software skills. Always happy to do the mundane office duties as well as the more exciting work. Excellent skills in organizing conferences and meetings, fixing appointments with government offices and non-government institution. Additionally, I possess a rich experience of 11 years working in the CG system.

Keen to find a challenging administrative position with a successful and ambitious organisation that rewards hard work.

PROFESSIONAL

EXPOSURE

WORK EXPERIENCE

SaciWATERs –Since 2015

HR MANAGER

Sainikpuri, Hyderabad

Jobs and responsibilities

- *Participated in the Women's Advanced Leadership Training Course, Mombasa, Kenya during April 2008*
- *Acquired an in-house training in SAP Operations at Colombo during Dec 2010*
- *Served as the Gender and Diversity Associate for the year 2008*

- HR – Vacancy advertisement, short listing CVs, tele interviewa, preparing offer letters, maintaining personnel files etc
- All external communication for visa arrangements, conferences, workshops and meetings
- Statutory correspondence and works – society registration, insurance, PF, etc.
- Governance correspondences, meeting arrangements, preparation of agenda, minutes etc.
- Budget for meetings/programs/events
- Correspondences for bank and other financial institution
- All kinds of contracts – consultantancies to be prepared
- Procurement of material, equipment etc. (procedures)
- Bills and processing of payments
- Ensure smooth flow of the organizational work
- Monitor support staff

International Water Management Institute Jan 2004 - 2015

SENIOR ADMINISTRATIVE OFFICER

ICRISAT, Patancheru 502 324

Administrative duties:

- Secretarial Assistance to Office Head (Regional Director, Asia)
- Organising Conferences/Workshops
- Preparing Monthly Updates on Project activities for researchers
- Facilitating activities related to the internships
- Travel and Ticketing
- IT assistance to staff, IT Requests and follow up
- Support services to all the staff
- Project Purchase Requisitions through the SAP accounting module
- Handling inventories
- Secretarial services to all the staff - providing of National/International appointments and telephonic appointments
- Coordination of Monthly Staff Meetings and other meetings - Preparation of Agenda and Minutes of the monthly staff meetings and circulation

Research Support duties:

- Assisting with report writing and copy editing
- Field trip arrangements – arranging logistics and appointments
- Preparing Project posters, leaflets, brochures
- Organising and maintaining a self-help library
- Collecting data/information from various government and non-government officials for projects (all over the country)
- Arranging appointments for meetings with government/non government officials
- Purchasing of capital and non-capital goods/assets for the institute
- Reporting events/happenings in the regional office in the web publisher 'IWMI Today'

COMPUTER SKILLS

- SAP
- MS-Office (Word, Access, Powerpoint, Excel)
- Internet surfing

LANGUAGES KNOWN (Spoken and Written)

- English
- Tamil
- Telugu
- Hindi

STRENGTHS

- Hard working
- Good Team player
- Sincerity
- Professional Approach

Elico Limited

2002-2003

TRAINING COORDINATOR - Medical Transcription
Balanagar, Secunderabad.

Cosmo Plantgene Limited

1993 - 2001

SECRETARY – ADMINISTRATIVE ASSISTANT
Medchal, AP

Premier Explosives Limited

1989 – 1992

STENOGRAPHER
Secunderabad

ACADEMIC QUALIFICATIONS

Education/Degree	Board/University	Year
P.G Diploma in Management	Indira Gandhi National Open University	1999
B Com	Osmania University	1992
Diploma in Commercial Practice	State Board of Technical Education	1988

PERSONAL DETAILS

Name Mrs Judith D Christiana
Date of Birth 1 December 1969
Marital Status Married
Address H No 16-71/2 Sainagar Colony Alwal
Secunderabad -500001, TS, India
Mobile – 9502320473
Email id: j.christiana@cgiar.org

REFERENCE

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Jawaharlal Nehru University
Delhi
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