

# Josekutty Manimalathu

Dallas, TX | +1 778 2316817 | [www.josekuttymanimalathu.com](http://www.josekuttymanimalathu.com) | [josekuttyman@gmail.com](mailto:josekuttyman@gmail.com) | [www.linkedin.com/in/josekuttymanimalathu](http://www.linkedin.com/in/josekuttymanimalathu)

---

## Professional Summary

Detail-oriented HR and administrative operations professional with experience supporting recruitment processes, HR documentation, workforce communications, and cross-functional program coordination. Strong ability to manage high-volume administrative workflows, draft HR communications, support employee relations activities, maintain confidential records, and coordinate scheduling, reporting, and operational logistics. Adept at improving process efficiency, supporting data-driven decision-making, and collaborating with stakeholders across departments. Brings a foundation in **HR coordination, administrative leadership, data tracking, and operational support**, well aligned with recruitment and assessment functions in a civil-service environment.

---

## Core Competencies

- |   |   |
|---|---|
| • Administrative Support & Office Management      | • Compensation, Benefits & Payroll Coordination       |
| • Internal Communications & Coordination          | • Training, Onboarding & Engagement Initiatives       |
| • Event Planning & Recognition Program Assistance | • Workforce Planning & Succession Design              |
| • Scheduling & Calendar Management                | • CRM & Ticketing Systems                             |
| • Talent Acquisition & Retention                  | • Microsoft Office (Word, Excel, Outlook, PowerPoint) |
| • Employee Relations & Performance Management     | • Data Entry, Reporting & Documentation               |
| • Organizational Development & Change Management  | • Customer Service & Stakeholder Engagement           |
- 

## Work Experience

### **HR Clinical Operations Coordinator | Mango Wellness | Orlando, FL (Remote)**

- Support leadership with data insights, HR metrics, and communication briefs to improve decision-making and workforce transparency.
- Supported HR leadership by compiling **workforce data, HR metrics, and performance-related insights**, improving transparency and enabling informed planning for staffing and recruitment activity.
- Assisted in **employee relations activities** including drafting incident documentation, supporting investigation logistics, coordinating performance review communications, and maintaining accurate, confidential files aligned with HR compliance standards.
- Managed daily operational coordination including **complex scheduling, calendar management, meeting logistics, and cross-department communications** to streamline administrative workflows across teams.
- Drafted and edited **internal communications, reports, memos, and presentation materials** used by HR and operational leadership.
- Supported organizational culture and engagement by helping plan **recognition programs, internal events, and staff appreciation initiatives**.
- Maintained confidential employee files, operational logs, expense reports, and HR documentation with a high standard of data accuracy and integrity—critical for recruitment audits and compliance reviews.
- Foster a culture of accountability and professional growth through ongoing feedback and recognition programs.

### **HR Administrator Coordinator | Paradox Hotel | Vancouver, BC**

- Served as primary liaison for **internal and external communications**, supporting a large volume of candidate, employee, and stakeholder inquiries across multiple departments.
- Coordinated meeting logistics, drafted agendas, maintained action-item follow-up, and supported cross-department workflow alignment.
- Conducted **data entry, tracking, and reporting** of operational metrics, supporting higher-level decisions related to staffing and scheduling.
- Assisted with project coordination across departments, ensuring milestones were met and documentation was completed accurately and on time.
- Created and distributed **internal newsletters, communications, and informational documents** to support organizational awareness and engagement.
- Provided front-line administrative and customer service support, resolving operational issues, maintaining documentation systems, and performing core office support tasks.

### **Administrative Assistant | Saskatchewan Health Authority | Saskatoon, SK**

- Delivered **high-volume administrative support** to a leadership team of **5 managers**, including complex scheduling and correspondence.
- Processed **50+ monthly transactions** (status changes, leave requests, expense claims).
- Analysed recruitment metrics, applicant flow, and equity outcomes; presented quarterly reports to leadership and governance boards.
- Managed departmental expenses, invoices, and purchase orders valued at **\$300K+ annually**.
- Maintained **100% accuracy** in HRIS data entry across PeopleSoft and Workday systems.
- Provided front-line support for employee inquiries, reducing executive workload by **25%**.

---

#### **Education**

- **Post-Graduate Diploma** – Logistics & Supply Chain Management, Saskatchewan Polytech
- **MBA** – International Business, Lovely Professional University
- **Bachelor of Commerce** – International Business, GRD College of Arts and Science

---

#### **Certifications**

- Career Essentials in Data Analysis by Microsoft and LinkedIn
- Business Analyst
- SAP Certified Technology Associate
- Corporate Strategy by Vskills
- Google digital Unlock by Google
- Market Research Specialist by UNIFER
- Leadership and skills by Vskills