

Josekutty Manimalethu

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