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VISION AND GOAL

To become a HR Professional in a multinational company and to serve the Humanity with knowledge and skill.

Career Summary

Started my career as Payroll Assistant and elevated myself to various levels in HR departments. For the past 10 Years handling independently the HR and Admin department with legal background. Can able to handle any type of situation of the HR department. With erudite knowledge in all functions of HR, can able to administer independently HR department of a medium sized company. Thoroughly trained in all statutory laws related to factories. A consistent performer with vision to fulfill the organization goal.

Professional strengths:

Personnel:

- ❖ Recruitment & Selection
- ❖ Performance Appraisal
- ❖ Joining formalities
- ❖ Statutory Compliance
- ❖ Payroll, Bonus & Loan
- ❖ Record Maintenance
- ❖ Employee Exit Formalities
- ❖ Leave Encashment
- ❖ HR MIS Report
- ❖ Employee Attendance
- ❖ Final Settlement Process
- ❖ Accidents Handling

Statutory Documents:

- ❖ Good knowledge in overall EPF & ESIC process manual & online
- ❖ Factories related documents submit to manual & online
- ❖ Profession Tax
- ❖ TNPCB

Welfare:

- ❖ Accident Insurance Policy Process
- ❖ Gratuity
- ❖ Employee Welfare

Training & Development:

- ❖ Orientation & Induction
- ❖ In-Plant Training & External
- ❖ Personality Development

Administration:

- ❖ Transportation
- ❖ Canteen
- ❖ Accommodation
- ❖ Security
- ❖ House Keeping
- ❖ General Administration

Brief profile of the companies associated:

Nucleus Satellite Communications Madras Private Limited, Sricity, Andrapradesh as Senior Executive - HR (Dec. 2017 – Till Date)

Nucleus Satellite Communications Madras Private Limited was Established 1997. Largest manufacturer of Ku band dish antennae in India predominantly catering to the Indian Direct-to-Home ("DTH") market. Manufacturer of point-to-point communication antennae, which are exported to the Middle East. The only local dish antennae manufacturer to be approved by all 6 Indian DTH operators, main clients being Bharti Telemedia (Airtel), Sun Direct, Dish TV and Tata sky.

- ❖ Manpower Planning
- ❖ MIS Preparation
- ❖ Payroll Processing
- ❖ Employee Welfare
- ❖ Leave Encashment
- ❖ Standing Order
- ❖ Performance Appraisal
- ❖ Statutory Compliance
- ❖ Bonus
- ❖ EPF, ESIC, PT & IF
- ❖ Gratuity
- ❖ Full and Final Settlement
- ❖ Travel & Hotel Booking
- ❖ Visa Documentation.

Reporting to: Manager HR

Personnel & Administration

- ❖ Personnel Management activities such as Time Office Management, Payroll, Statutory Compliance. Administering Salary advance & Loan Payment policies and subsequent deductions from salary. Maintaining canteen management, Employees transport, Security Service & Facilities Management. Engagement of Contract Labours in the organization and registering with Inspector of Factories.

Industrial Relations/Statutory Compliance

- ❖ Disciplinary actions which included servicing memos, conducting domestic enquiry and issuing final orders and also liaise with legal consultants in this regard.
- ❖ Liaisoning with the labour department / Inspector of Factories and other statutory compliance in obtaining EPF Code no. ESIC Code no. for new established, obtaining certification for standing orders and factory plan approval, factory licence renewal.
- ❖ Safety committee, Quality circles, Welfare committee, Housekeeping committee.
- ❖ Negotiating and Time Office, Salary & Wage Administration matters.

FreeLancer working in Mini Small-Scale Industries worked as Statutory Consultant (July 2016 to Nov.2017)

Elta Tools & Dies Worked as Executive – HR & Admin (Jul.2015 to Jun.2016).

Sodecia India Pvt. Ltd., Worked as Executive – HR & Admin (Feb.2012 to Jun.2015)

Exposure to Computers

- ❖ Have thorough working knowledge of Windows with special emphasis on Software: WalletHR (Payroll), Pace Software (Payroll), MS Office (Nav-ERP, Word, Excel, and Power Point), Outlook, and Internet.

Education : M.B.A (HR) – University of Madras, Chennai (2008 - 2010 Batch).
B.B.A – Sridevi Arts and Science College, Ponneri (2005 – 2008 Batch).
H.S.C – Govt. Higher Secondary School, Ponneri (2004 – 2005 Batch).
S.S.L.C – Govt. Higher Secondary School, Ponneri(2002 – 2003 Batch).

Computer Skills : HDCA
Computer Software College- Passing Year 2007.

Personal Details

- ❖ **Date of Birth & Age** : 8th April 1987 & 35 Years.
- ❖ **Marital Status** : Married.
- ❖ **Languages Known** : Tamil & English.

Signature and Date