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## PROFILE SUMMARY

* **MBA Professional in Human Resources** offering a **14-year HR** career distinguished by commended performance and proven results.
* **Capable of Managing the Entire HRIS of an organization.**
* **Extensive background in HR generalist affairs**, including experience in employee recruitment and retention, staff development, mediation, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance.
* **C:\Users\jbalakri\Pictures\bar.png** **Demonstrated success in negotiating win-win compromises,** developing teambuilding programs, and writing personnel manuals, corporate policies, job descriptions and management reports.

## SKILL SET

**- HR Policies & Procedures - Orientation & On Boarding - Project Management**

**- Benefits Administration - ISO Internal Auditor - SHRM**

**- Org. Development - Recruitment & Retention - SAP Consultant**

* Preparation & Implementation of HR plans and Policies. Analyze HR trends, organizational requirements and future growth strategy ; **Development of HR policies, NDA & JD.**
* Working closely with various departments, Department head and line managers increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures &Promoting equality and diversity as part of the culture of the organization.
* **Selection & Recruitment –HR budgeting, Screening and shortlisting the candidates, Scheduling for the Interview Procedure, and relevant tests.**
* Staff induction & On – boarding for newly recruited employees.**Employee Relations: Attendance, Disciplinary, and grievances.**Performance Appraisal System, Performance Management Profiles, KPIs
* Effective and Timely performance evaluation, coordination with the Senior managers and Concerned Department heads to assess the Best employee of the month & **Payroll administration**
* **Compensation and Benefits** - knowledge of local, state and federal laws and regulations, fair labor standards, and affirmative action.
* **In charge for the surveillance audit as per the ISO standards.**
* **Negotiate with Banks for facilities & Processing STL, LC, Invoice Discounting & LBD in various banks.**
* **Organizing for the participating in Trade exhibitions and other events.**

EMPLOYMENT DETAILS

**C:\Users\jbalakri\Pictures\bar.pngLED WORLD LLC, Dubai, UAE**

**HR / OPERATIONS MANAGER**

**Since OCT ’13 to FEB 2016**

**Organization**

A medium level enterprise emerging to grab the market in field of lighting industry. The turnover of the company for the year ended 2013 was 21 Million. At the end of 2013, the No of employees was less than 30, but it has been increased rapidly to 120+. The company is in the transition phase. Have Imports from Far East and exports to entire Middle East. I was reporting to the Managing Director/CEO of the company.

**Responsibilities:** The Success rate is 85%

**Managed the Entire recruitment cycle from selection to onboarding of employees for the entire group.**

* Processing Pay roll for all employees
* Maintenance of the Attendance, for the Entire Group.
* Possession of the Documents related to Employees, such as Certificates, passports, etc
* Responsible for entire operations of the organization
* Renewal of Insurance, Licenses, Permits, Rental Agreements.
* Coordinate the Visa processing, renewal and cancellation, emirates id, labour contract
* Responsible for the seamless business operations, maintenance of updated confidential HR system.
* Handling the disputes within organization and with other external agencies if necessary.
* Salary process as per WPS
* Defining the scope of work for Employees.
* Created company profile and Job descriptions, HR polices
* Imposing fine/ Penalties for the noncompliance of organization rule
* Fleet management, Logistics and Material Management.

**Major Attainment:**

**SAP B1 Implementation is in progress. Coordinated with the external consultants and business process is developed.**

* Suggested the Management to opt ISO certification and processed and coordinated for the same and get certified.
* Suggested management to recruit people from various ethnic groups to keep the company status in ‘A’ Grade in the MOL.
* Introduces sales incentive scheme on the basis of collection by each sales person; Incentives to Non sales staffs on the basis of % on their basic salary.
* Attained the goal of paperless office (Except Accounts dept).
* Introduced foreign tour scheme for the best employee of the year.
* Gadgets for the best employee of the month.

C:\Users\jbalakri\Pictures\bar.png **CHERRAANS GROUP, COIMBATORE, INDIA**

**VP—HR / OPERATIONS**

**June ‘10- Oct ‘13**

**Organization** A major Educational Group in the region which comprises of 6 colleges, 3 ITIs & 4

Schools. In addition to that other business activities such as Commercial complexes, Real Estate are also there. The total number of employees was more than 1600.

**Responsibilities:**

* **Scrutinising the entire HR & HRIS activities. Including the recruitment as per UGC norms.**
* **Monitoring the daily attendance and routine works.**
* Responsible for the Payroll process
* Liaison with Other departments like finance for the salary disburse
* Calculation of ESI, PF, TDS and other statutory compliances
* Negotiated with Trade unions for the bonus and increment issues
* Compliances as per the local labour law and other Acts
* Spoken English programs for Unskilled employees
* Soft skill programs for staffs to keep them attached with the organization
* Orientation programs for new comers
* Framing the duties and responsibilities of each staff member
* Keen on development of alternate employees for all key employees to continue the operations seamlessly
* Coordinated with the BHARATHIAR UNIVERSITY, for the Affiliation of Every Academic Year and UGC inspection
* **Major Attainment:**
* Introduced award scheme for Best employee
* Added facilities for female staffs
* Attained well managed corporate award in 2012
* Introduced transfer option to staffs to select the desired locality of their choice

C:\Users\jbalakri\Pictures\bar.png**CNG Softwares Private Limited, Chennai, India**

**HR cum Operations Manager**

**May ‘08- May ‘10**

**Organization** A USA based Software Company owned by Indian origins. A company with 120 employees.It engaged in software developments and projects (received from USA). Organizing ERP and other software training courses. Joined here after the completion of MBA **in VIT. Worked as HR cum Operations manager as the Directors were not in India**

**Responsibilities:**

* Recruited people for off shore projects according to the requirement of the project
* Started new line of Business activity of Recruitment services and made a decent profit
* Renewal of Rental, Licenses permits, etc
* Statutory compliances
* Reporting daily activities to the Directors in USA
* Had power of attorney to enter in to contracts on behalf of the company. Entered MOU with leading software companies for the recruitment service.

C:\Users\jbalakri\Pictures\bar.png **International Indian School, Dammam, Saudi Arabia**

**HR COORDINATOR**

**May ‘02- April ‘06**

**Organization** An international school in the Kingdom of Saudi Arabia With the strength of 12000 students, and 500staffs. Worked as HR co coordinator cum faculty member.

**Responsibilities:**

* Joined as a fresher and learnt from seniors
* Coordinated and organized more than 20 programs and functions
* Acted as a team leader for the Kindergarten section teacher and representative for them.
* Achieved best staff award for 3 consecutive years

## C:\Users\jbalakri\Pictures\bar.pngPART TIME

**SAP Business One Implementation**

**Freelancer**

* A team of SAP Professionals were providing ERP implementation service to small and medium size entities.
* I had done 6 Implementations in India
* I was in charge of the Preliminary investigation, requirement analysis, Installation ,designing Chart of Accounts, tax codes, Print lay out designing and training to end users.
* Customize the software according to the requirements of the client.
* **SOFT SKILL TRAINER**

**Freelancer**

## OTHER COMPETENCIESC:\Users\jbalakri\Pictures\bar.png

* SAP Business One
* ICG Manager ERP
* Oracle
* MS Office (Advanced user of Excel)
* **Pursuing CIPD**

**Personal Information**

Marital Status : Married