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| C:\Users\balan\Desktop\Balan_passport photo.jpg |
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Suresh

Suresh.338723@2freemail.com

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| Objective |
|  | Accepting new challenges with belief in the words ‘Alternatives Infinite…’ |
| Profile |
|  | Managing the entire Employee Lifecycle, Recruitment, Ensuring Statutory compliances, Assist in overall Administration of the Company, Organising Technical and Soft Skills training, MR for ISO 9001, 14001 and OHSAS certification. |
| Professional experience |
|  | **Aug 2015 – Till Date Man Vastucon, Mumbai****Aug 2008 – Jul 2015 Man Infraconstruction Ltd, Mumbai** *Senior Manager-Human Resources** Good understanding of HR policies.
* Manage the entire employee lifecycle from recruitment to exit including the induction process.
* Ensure follow up of Joining formalities, Confirmation Records,
* Statutory compliance of Contractors at sites for - PF, ESIC, Profession Tax, MLWF, BOCW etc.
* Implementation of Biometric attendance system.
* Counseling employees as and when required.
* Recruitment Designing & Implementation of HR process.
* Ensure timely distribution of salary, bonus, increment, Salary slip and full & final settlements.
* Conduct performance reviews. Co-ordinate employee performance and appraisal programs. Handling post appraisal issues and resolving them as per company policy.
* Organising Technical and Soft Skills training progammes
* MR for ISO 9001, 14001 and OHSAS.
* Assist in complying Safety norms at sites. Research health and safety practices and recommend changes.
* Assist in overall Administration of company. Responsible for Telecom, AC, Food and Beverages, Furniture Maintenance etc.
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|  | **Mar 2006 – Aug 2008 NIS Sparta, Mumbai** Group ConsultantTraining & Content Development* Developed and created training modules relating to BTS Kitting Process (included Training), Induction for Entry Level Executives (included Training), Induction to WIMAX, Zonal Head of Reliance Web World, Sales Associates of Corporate Wireless Group (included Training), Fulfillment Assurance & Billing executive for PCO business.
* Project Lead for iSAP (Information Security Awareness Programme)
* Developed and created training module for a 1 day training programme for over 40,000 Reliance Communications employees.
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|  | **Aug 2003 – Mar 2006 Chrysalis HRD, Mumbai** Researcher* Content Development
* Developed and created training modules relating to New Hire Induction Program for Airtel, Delhi.
* Developed training modules relating to Enterprise Service Training for Bharti - AES, Delhi.
* Training
* Facilitated the ‘Mandatory Training Program’s and 2 days ‘Induction Program’ for eServe, Mumbai.
* Facilitated assessment for the staff of Municipal Corporation of Delhi, numbering around 900 for Customer Service.
* Facilitated training on Introduction to Telephone for Bharti - AES, Delhi & Telephonic Customer Service for Reliance Infocomm, Pune.
* Project Lead for developing training modules of processes and systems for Customer Help Desk of Airtel Enterprises Service for Bharti Telecom, Delhi.
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|  | **Feb 2002 – Jan 2003 Shy Communications Pvt. Ltd., Chennai** Director - Operations* Vendor Management, Client Servicing for Visual Effects projects, Created System for Visual Effects Process, Goods Management and Payment Status.
* Projects: Anbe Sivan, Vaseegara , Mounam Pesiyade, April Maadhatil
* Conducted promotional events for Warner Brother movies ‘Collateral Damage’ & ‘The Time Machine’ in Chennai.
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|  | **May 1998 – Jan 2002 Pentamedia Graphics Ltd., Chennai** Animator* 3d Workshop
* Lead the creation and delivery of 3D animation presentation for school kids while promoting the 3D movie “ALIBABA”.
* Alibaba
* Lead a team of 10 members assigned for the Camera Animation for Scene 18 of Alibaba, which included 142 shots.
* Sinbad - Beyond the Veil of Mist and Pandavas
* Camera animation and 3D sets for the animated movies.
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|  | **Sep 1997 – Dec 1997 HSS Integrated, Petaling Jaya, Malaysia** Animator & Graphic Designer* Penang Bridge
* Successfully completed the 3D animated presentation of the proposed Second Penang Crossing Bridge.
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|  | **Feb 1997 – Aug 1997 Multilingual Media & Mktg., Malaysia** Animator & Graphic Designer* KLSE Information Gallery
* Lead a team of 3 artists’ for 3D animation, related to various Information Kiosks.
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|  | **Aug 1995 – Dec 1996 Sohum Graphics, Dadar, Mumbai** Graphic Designer* Designed Brochures, Visual Aids and Cartons.
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|  | **Apr 1994 – Jul 1995 Good Value Irrigation, Thane, Mumbai** Graphic Designer* Designed Information Booklets and Product Labels.
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| Education |
|  | August 2014 Symbiosis College of Distance Learning PunePG Diploma in Human Resource ManagementApril 1992 University of Bombay MumbaiBachelor Of Science (Chemistry) |
| Additional qualifications |
|  | 2007 2 Day Workshop on Instructional Design Mumbai*Conducted by Ms. Punam Medh.* |
|  | 1998 Pentafour Software & Exports Ltd. Chennai*Specialized Course in Softimage / 3D.* |
|  | 1997 Image Workshop Mumbai*Advance Course in 3D Animation.* |
|  | 1994 Microcell Graphics Mumbai*Course in Graphics & Animation.* |
|  | 1992 NIIT Mumbai*Diploma in Systems Management.* |
| Date of Birth |
|  | 20th January, 1971. |
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| Interests |
|  | Amateur Photography & Cooking. |
| Languages |
|  | English, Hindi, Marathi & Tamil. |
| SAlary  |
|  | Expected salary Canadian Dollar 48,000 per year |