

RESUME

BALAJI K.E



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OBJECTIVE

To secure an entry level position in the human resources industry where I can effectively use my interpersonal and communication skills for organization growth.

OTHER CERTIFICATION / COURSES

DIPLOMA IN COMPUTER APPLICATION

EXPERIENCE

PROBATIONARY OFFICER | MUTHOOT FINANCE

June 2020 – Nov 2020

- Coordinate and worked closely with admin, sales, and marketing departments.
- Taken care of general audit entire and maintain data in systems.
- Maintain payment and receipt vouchers and other accounts related works.

TEAM LEADER | INTEGRATED SERVICE CENTER

Nov 2017 – Apr 2018

- Dealing Contract in Southern Railway Madurai Zone a Project Clean City Clean Junction. I Lead the team and coordinate team members work progress.
- Monitor the Work progress regularly and assign task to get complete.
- Submit the Report to the Health Inspector with the Current status and progress of work every 2 hours.
- Documented counts and sorted finished work to promote easy access for cleaning process zone wise.
- Maintain Daily Roaster plan of team members.
- Lead team size of 10 members to provide exceptional clean and Neat Railway Junction.

EDUCATION

MBA - 2020

K.L.N.COLLEGE OF ENGINEERING

Completed my Post Graduation in MBA Human Resource Major with Grade 6.5 at K.L.N College of Engineering, Madurai.

B.Sc - 2018

SOURASHTRA COLLEGE

Completed my Under Graduation in B.Sc Mathematics Major with 53% at Sourashtra College, Madurai.



SKILLS

Effective communication skills.
Efficient Management skills.
Knowledge in MS Office Tools.
Good interpersonal skills.
Problem solving skills.
Quick learner.
Good motivational and leadership skills.

VOLUNTEER EXPERIENCE OR LEADERSHIP

- ✓ Participated as a volunteer in a food products & kitchen equipment expo conducted by Tamil Nadu chamber of commerce, Madurai in the year 2019.
- ✓ Completed a 3 months project in employee retention strategy at Madura coats private limited, Madurai for my MBA graduation. (JAN 2020 - MAR 2020)

EXTRA CURRICULAR ACTIVITIES

- ❖ 2 Year service in NATIONAL SERVICE SCHEME
- ❖ Participate as a Volunteer in Business and Social Services.

PERSONAL DETAILS

Father Name: K.S.Eganath
Date of Birth: 07-07-1997
Language Known: Tamil, English, Sourashtra
Permanent Address: 1/109, Meenakshi Nagar, Soutashtra 1st Colony, Sakkimangalam, Madurai-625201

Date:
Place:

BALAJI K.E

