

Jayashanker Balu

HR Executive

Equipped with a diverse and promising skill-set, conducive to providing optimal support to HR business partners, organizations, and hiring managers.



Employment History

Photogrammetry at Magnosoft pvt ltd, Bangalore

JUNE 2014 – SEPTEMBER 2016

Its basically a mapping company which we want measure the distance of terrains, marking details which was provided by the client

Supervisor at kensai nerolac (contract), Hosūr

SEPTEMBER 2016 – JANUARY 2018

Providing man power in dumping area and maintenance

HR & Admin Assistance at Firststep Baby Ware Pvt Ltd , Hosur

MARCH 2018 – MAY 2022

Here as a HR assistance doing day to day activities like

- Providing man power
- Maintaining details of candidates
- Admin Related Activities like providing Transport Facilities to candidates over all company maintenance
- Grievances of workers (like food, Epf , Salary Issues)
- Pay roll Activities
- Conducting Inductions For Workers
- Monthly meeting About the Grievances
- Salary Process

HR Executive at Online Instruments India Pvt Ltd, Bangalore

JUNE 2022

Here as a HR Executive have done End to End process from Recruiting to Exit Interview

- Searching Candidates As per Requirement of Directors and CEO
- Maintaining details of candidates
- Maintaining No Due Forms
- Monitoring Admin Supervisor's
- Conducting Interviews and exit Interviews

Details

Hosūr, India

8015102227

jaya2493@gmail.com

Links

[Lickedin](#)

[Facebook](#)

Skills

Teamwork

Ability to Work Under Pressure

Leadership Skills

Adaptability

Fast Learner

Computer Skills

Effective Time Management

Microsoft Excel

Communication Skills

Microsoft Office

- Grievances of workers
- Pay roll Activities
- Conducting Inductions For Workers
- Monthly meeting About the Grievances
- Salary Process

Education

SSLC at Sri Sharadha Vidya Mandhir Matric School, Hosūr

JUNE 2008 – JUNE 2009

DECE at Adhiyamaan Polytechnic College , Hosur

JUNE 2010 – JUNE 2013

Languages

Tamil

Telugu

Kannada

English

